



Overnight Front Desk Receptionist

Pacific Carlton Seniors Community – Surrey, BC

Job Description

Pacific Carlton Seniors Residence is operated by the Vancouver Resource Society. VRS is a non-profit society based in British Columbia, Canada, and has been in operation since 1972. At VRS, we are committed to meaningful work providing innovative opportunities for seniors and persons with disabilities.

Pacific Carlton, located in Surrey, B.C., is looking for an **Overnight Front Desk Receptionist** for our retirement residence.

Working directly with the General Manager, the **Overnight Front Desk Receptionist** will be responsible for a variety of duties, which includes, but not limited to the following:

- Greet all residents/family/guests in a friendly and professional manner
- Handle all incoming calls and redirect as required
- Provide security to the building by applying proper sign in/out procedures and entrance monitoring
- Monitor security system and conduct scheduled walks through the building
- Maintain accurate record keeping and update all checklists and reports as required
- Respond promptly to resident calls via the emergency response system
- Handle and/or respond to building emergency situations (leak, power outage, etc.)
- Maintain a clean, safe, fully stocked, and well-organized reception area
- Assist with projects as required by managers
- Maintain confidentiality of all systems & correspondence related to the business

Qualifications

- Above average interpersonal, oral and written communication skills
- Previous front desk, security and/or concierge experience working in a seniors' community is desirable
- Experience in the use of Microsoft Office (Word, Excel, PowerPoint, E-Mail)
- Current first aid training and ability to respond to emergency situations
- Cleared criminal record check for working with vulnerable adults
- Excellent communication skills, tact, diplomacy, and good judgment
- Ability to work on call 11 pm - 7 am any day of the week

Job Types: Part-time, Casual

Schedule: Ability to work on call 11:00pm – 7:00am any day of the week

Salary: \$15.00-\$17.00 per hour

How to Apply:

Please send all resumes to krysta@vrs.com quoting the job title and site location.

You can also visit our website for more career opportunities: <https://www.vrs.org/our-story/careers/>

We're all in this together

Let's stay safe!