



Full-Time Receptionist

Cornerstone Counselling is looking to fill the role of a Full-Time Receptionist to join our Edmonton team.

Who We Are

Cornerstone Counselling is an inclusive, faith-based, not-for-profit agency with a 45-year history of offering compassion, support, and healing to people from all walks of life. We believe that everyone who needs help, irrespective of faith, race, gender, lifestyle, or financial ability should have access to mental health care. Our diverse team of accredited professionals provides a wide range of mental health services for individuals, couples, families, teens, and children as young as four years old. Today, we are proud to recognize that our work has touched more than 85,000 lives over our history.

We are currently looking for a Receptionist to join our office as a full-time employee. As our clients' first contact, they must project a calm and welcoming attitude. The ideal candidate will have administration experience in an office setting and be available to work days, evenings and weekends. If you enjoy a collaborative work culture, apply to join our team today!

Qualifications and Requirements:

- A minimum of three years experience in a receptionist or office administration setting
- Excel at multi-tasking and possess a customer service orientation
- Excellent verbal and written communication skills
- Strong keyboarding skills
- Intermediate user of MS Word, Excel, and Outlook and experience with Jane software is desired
- Additional education in office administration is an asset
- Must be able to work daytime shifts between the hours of 8:30am - 6:00pm. One evening shift of 1:00pm - 9:00pm per week and one Saturday shift of 8:30am - 4:00pm per month is required.

Responsibilities may include:

- Manage a high volume of phone calls in a calm and pleasant manner
- Book appointments in Jane
- Handle client intakes in a supportive and non-judgmental manner
- Greet clients and ensure they feel welcome and comfortable
- Maintain client files and information on the database
- Process client payments and make deposits as required
- Make every effort to protect the confidentiality of clients and maintain files in a confidential manner



What we Offer:

- Salary range for 1 F.T.E. \$51,000 - \$57,000 based on experience and education
- The opportunity to join an organization with a 45-year history of providing accessible mental health services to people in the Edmonton area
- Positive corporate culture founded on respect, trust, and engagement
- New, centrally located office spaces that are bright, modern, and fully furnished
- Flexible work schedules
- Extended benefits coverage and a health spending allowance for employees and their families
- In-house training and an annual training allowance

How to Apply:

Interested applicants can send their cover letter and resume via email to:

Deidre Martens, People & Programs Specialist: d.martens@cornerstonecounselling.com