



## **OFFICE RECEPTIONIST**

### **JOB DESCRIPTION**

The receptionist will have good verbal, listening and communication skills. The receptionist will have organizational skills and must understand and appreciate the special challenges involved while working with volunteers. This means having a welcoming, friendly and compassionate nature to be able to receive guests and visitors to the International Art of Living Centre. The individual's tasks will include providing effective administrative, clerical and office services to the organization's members.

### **RESPONSIBILITIES**

- Receive all incoming telephone calls and handle caller's inquiries
- Direct and relay telephone messages and take adequate messages when required
- Respond to emails and enquiries in a quick, clear and efficient manner
- Represent the Art of Living Foundation, when required
- Greet, receive and direct visitors and guests in a friendly manner
- Assist in the planning and preparation of meetings and conference telephone calls
- Maintain an adequate inventory of office supplies
- Assist the Executive Director and other staff as requested
- Perform other related duties as required

### **QUALIFICATIONS**

The successful candidate will be self-motivated, detail-oriented, energetic and highly organized. The candidate must be proficient in the areas of effective verbal, listening and communication skills, office administration skills, computer skills especially MS Office and problem solving, decision making and time management skills. Working knowledge and skills of both English and French languages are preferred but not mandatory.

**Expected Hours of Work:** 8 hours per day for 6 days a week

[The Art of Living Foundation](#) is a global service organization that has made an extraordinary impact on local communities around the world. Comprising mostly of volunteers, the Foundation has provided trauma relief and peace initiatives to thousands of people in places of raging conflict, areas devastated by war and natural disaster, inner cities and prisons.

**All interns and staff will be provided with room, board and opportunities to participate in complimentary Art of Living programs. We would be pleased to have students use the Service Program for college credit.**

**A nominal monthly stipend will be provided to cover personal expenses after probationary period.**