



Receptionist Job Posting

Options for Sexual Health (Opt) is British Columbia's largest sexual and reproductive health service organization, providing comprehensive, non-judgmental clinical, education and information services in a "pro-choice" context. This dynamic organization has a history of over 50 years of skilled and ethical care.

Responsibilities

- Greeting clients
- Facilitating clinic and client flow
- Handling monies and assisting with contraceptive supplies
- Assisting with other clinic administrative duties and support
- Monitoring and tracking client visits

Demonstrated Skills and Qualities

- Excellent interpersonal skills
- Ability to multitask in a busy clinic environment
- Experience in providing services to the public, reception work or work in a family planning clinic are assets
- Possess organizational and administrative skills, including basic computer skills
- Be non-judgmental and pro-choice
- Able to work independently and as part of a team
- Able to deal with clients and volunteers in a caring, confidential and respectful manner
- Knowledge in sexual and reproductive health is an asset

All positions at Opt require a signed commitment to the Opt mission, values, objectives, and confidentiality policies.

Compensation Type: The position pays \$15.60 per hour, **which includes** 4% vacation pay in lieu of time off (6% after two years). Sick Leave is also accrued at 6.9%.

Opt strongly encourages interest from marginalized populations, persons with disabilities, visible minorities, Indigenous people, people of all sexual orientations and genders, and others who may contribute to furthering the mission of the organization.

To apply please submit an application online at

<https://www.optionsforsexualhealth.org/employment-application/general>

Thank you for your interest in Options for Sexual Health. We regret that only short listed candidates will be contacted.