



## Reception Administrator Contract (up to 18 months)

Part-Time

CHCH-TV is one of Canada's leading local heritage stations serving the dynamic and rapidly growing regions of Hamilton, Halton and Niagara with a strong commitment to quality news programming. We have an immediate opening for a **Part-Time Reception Administrator Contract** to join our current team.

We are seeking a friendly, flexible and experienced individual, who is a team player, will welcome guests to the studio and maintain a tidy environment. The hours for this position will vary and could include working some General Holidays.

### Key Duties & Responsibilities include but are not limited to:

- Welcoming guests, following sign-in protocols, notification and escorting guests to the appropriate location
- Transferring incoming calls
- Participating in the Health and Safety Committee
- Handling mail and invoices
- Ordering office supplies
- Tracking usage of EV Charging Stations
- Maintaining equipment in the Gym
- Replenishing stock in the restrooms and canteen – tidying up if required
- Emptying/filling dishwasher as needed and weekly refrigerator purging
- Other duties as assigned

### The successful candidate must possess:

- Experience working in an office environment
- The ability to communicate clearly and effectively using strong oral and written skills
- Proficiency in Google Suite
- The ability to work alone as well as part of a team
- Strong organization skills with enthusiasm and a positive attitude
- The awareness of maintaining an orderly office space
- Skill in establishing priorities and managing workload
- Excellent interpersonal skills
- A strong attendance history and punctuality

**Posting Date: Wednesday February 28, 2024**

**Application Deadline: March 8, 2024**

**This is a union position in Functional Group V.1, Classification Group 5**

**Quoting CHCH-RA18-2024-02, please send your resume in confidence to [hr@chch.com](mailto:hr@chch.com).**

2190015 Ontario Inc., providing Operational services to CHCH TV and other broadcast and digital media, is an equal opportunity employer dedicated to diversity in its workforce. Please note that all qualified candidates are encouraged to apply but applications from Canadians and permanent residents will be given priority. We thank all applicants for their interest; however, only selected candidates will be contacted. No telephone calls or agencies please. To see all of our career opportunities, please visit <http://www.chz.com/careers/>

### About CHCH

CHCH-TV started broadcasting in 1954 and is proud to be the news leader for Hamilton and the surrounding Halton and Niagara regions. CHCH produces over 24 hours of original local news programming each week. With a primetime line-up anchored by movies, news magazine shows, and hit dramas, CHCH is available to over 92% of Ontario households and is viewed by millions nationally each week. CHCH News is produced daily out of its broadcast studio located in Hamilton, Ontario. For more information, please visit [chch.com](http://chch.com).



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