



Reception Coordinator – Southern Alberta Branch

Location

Calgary, AB Office Based

Position status

Full-time or Part-time, 27-35 hours per week. This is a regular staff position. Monday to Friday, Occasional weekends and evenings may be required.

Why Join The Kidney Foundation?

Excellent kidney health, optimal quality of life for those affected by kidney disease, and a cure. This vision drives us to build community connections, fund research and deliver programs and services that make a difference in the lives of those impacted by kidney disease, while engaging them in a community of care and support.

You can make a difference by joining our dynamic and dedicated team at The Kidney Foundation of Canada!

What do we offer?

- 3 weeks annual vacation (6% of earnings)
- 10 Health (sick) days and 2 personal days per year
- 12 holidays per year
- Participation in the Group Insurance Benefits plan
- Participation in the Group RRSP (employer contribution 5%)
- A full employee assistance program
- A culture that supports continuous learning and development

Job Overview:

Based in the Southern Alberta Branch office, the Reception Coordinator covers the reception coordination and general administrative support functions of the Branch office.

This position fulfills reception duties, greeting people arriving at the office, answering, and forwarding main line phone calls, ordering office supplies, office equipment, and arranging for servicing for general repairs and maintenance.

This position reports to the Executive Director and receives guidance from the Coordinator, Administration and Donor Services, and receives assignments from the Branch team when



administrative assistance is required.

What You Will Be Doing:

Major Accountabilities

- Provides administrative support in the position of receptionist and assists with various projects, events, and activities as assigned.
- Handles general incoming calls and forwards to appropriate staff as required.
- Orders and maintains kitchen and office supplies.
- Prepares cash bank deposits under supervision of Branch Accountant and the Coordinator, Administration and Donor Services.
- Maintains and distributes patient manuals, brochures, and materials.
- Collects and distributes incoming and outgoing mail (including post office box) and courier deliveries.
- Key operator of the xerox copier and printer, postage machine, and the Moneris machine.
- Coordinates repairs and maintenance service as required for office and office equipment.
- Together, in coordination with the Coordinator, Administration and Donor Services (based in the SK Branch office), handles the Info.SAB and Fax.sab email folder.
- Under the direction of the Coordinator, Administration and Donor Services, assists with data entry of gifts in the Raiser's Edge and AKA Raisin databases, ensuring that procedures for capturing data on donors are implemented.
- Assists with Kidney March administrative support, and patient services and public education administrative support.
- Coordinates the work of office volunteers as appropriate.

Qualifications, Skills and Experience Needed:

Education, Training, Experience

- Related secondary school education or previous experience with similar roles preferred.
- Intermediate experience with Microsoft Office Suite and Microsoft Office 365 is required at a minimum.
- Experience and aptitude for IT Skills and using online tools.
- Excellent experience in coordinating the provision of technical support for computer, telephone, and cloud-based systems.
- Experience using Raiser's Edge, or another database, an asset.

Employee Profile

- Demonstrated exceptional customer service attitude and skills, including the ability to develop and maintain positive relationships with constituents and colleagues.
- Initiative – anticipates needs and works to stay ahead of the game.



- Works with strong capacity for self-management, with minimal supervision.
- High work standards and professionalism.
- Adaptability and well-developed organizational skills.
- Demonstrated ability to handle a variety of projects and manage deadlines and priorities.
- Excellent communication skills – verbal, listening, and writing. Fluent in English.
- Problem solving skills.
- Attention to detail and accuracy.
- Possesses tact and diplomacy and works effectively in a team environment.
- Driver's license and access to a vehicle.
- Flexibility to work some evenings and weekends as may be required.

How to apply?

Email your resume to:

The Kidney Foundation of Canada, Southern Alberta Branch
6007 1A St SW; Calgary, AB T2H 0G5
ATTN: Hiring Manager
E-mail: info.sab@kidney.ca

- Please include a cover letter telling us why this position appeals to you and why you think you are well suited for this position.

We wish to thank all applicants for their interest and effort in applying for this position; however, only candidates selected for interviews will be contacted.

More about The Foundation?

To learn more about The Foundation and explore our vision and mission, please visit our website at kidney.ca

The Kidney Foundation of Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.