Community Care
Empowering you to live at home
in the City and County of Peterborough

Internal & External Job Posting

Receptionist
(Job Share)
Peterborough Office
Class G – 22 Hours weekly
Starting Rate: $20.60/hour

The Receptionist ensures the efficient day-to-day operation of the Peterborough service office and supports the work of staff, volunteers and management.

Qualifications & Experience

- Post-secondary education, or an equivalent combination of work experience and education.
- Minimum of 18 months experience in an office environment.
- Advanced computer proficiency with experience in: Microsoft Office (Word and Excel), database management (Client Relationship Management system), E-Mail (Outlook), and Internet.
- Excellent interpersonal skills and professional telephone manner.
- Ability to multi-task with attention to detail.
- Knowledge and understanding of issues and dynamics within the geriatric population and adults with physical disabilities is an asset.

Competencies

- **Customer service:** establishes and maintains positive interactions with clients, caregivers, staff, volunteers and the community. Uses tact and diplomacy.
- **Adaptability:** demonstrates flexibility with respect to changing work environments, priorities, and organizational needs.
- **Make Decisions:** makes clear decisions that are timely and within the pre-determined scope of the position.
- **Solve Problems:** assesses problems, generates possible solutions, and makes recommendations to the supervisor and/or resolves the problem.
- **Organized**: delivers on priorities, manages own time, adheres to a work schedule, reports on progress towards goals, and tracks details, data, information, and/or activities.

Send an expression of interest to: hr@commcareptbo.org by Monday Nov. 9, 2026 at 12 pm

We thank all applicants for their interest, however only those selected for further consideration will be contacted.

Community Care Peterborough is an **equal opportunity employer** committed to providing an inclusive workplace. We recognize the importance of ensuring that everyone is treated with equal respect and dignity, and are protected from discrimination and harassment. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, we provide accommodations to applicants with disabilities. If you require this information in an alternate format, communication supports, or other accommodation measures during the recruitment or selection process, please inform HR in confidence.