



Family and Children's Services  
of the District of Rainy River

is looking for a

## CASUAL RECEPTIONIST

The Casual Receptionist is responsible for covering for the permanent receptionist when she is not available. Duties include welcoming and greeting clients and visitors to Family and Children's Services whether in person or by telephone, and performing general office & secretarial tasks when necessary. This is a casual position in Fort Frances with variable hours and, at times, short notice.

Minimum Secondary School Diploma and at least one year of general office experience. The candidate must possess excellent communication and computer skills.

If you are interested, and believe you've got what it takes, please send your resume to:

Wendy Brunetta, Manager of Administration  
240 First St. E., Suite 200, Fort Frances, Ont. P9A 1K5  
Fax (807) 274-1445  
Email [hrdepart@cas.gov.on.ca](mailto:hrdepart@cas.gov.on.ca)

For more information, phone Wendy at (807) 274-7787 ext. 246.

Although we appreciate everyone's interest, only applicants selected for an interview will be contacted.