



Riverview Retirement Community is seeking a **Receptionist** to add to their Front Desk Team! This position will work with our residents and visitors by greeting them, answering and redirecting phone calls, and maintaining visitor check in logs. You will contribute to the team effort by accomplishing related tasks as needed.

Schedule:

- Fridays 1:00 PM to 7:00 PM
- Saturday and Sunday 8:30 AM to 5:00 PM

QUALIFICATIONS

Required:

- High School Diploma or equivalent
- Proficient in Microsoft Word, Excel and Outlook

Preferred Experience:

- Long Term Care experience

For questions about the position contact:

Email: HR@riverviewretirement.org