



St. Joseph's Motherhouse

St. Joseph's Motherhouse is home to the Sisters of St. Joseph of Sault Ste. Marie.

We are a Catholic organization guided by the core values of Dignity, Excellence, Justice, Respect, and Trust with a focus on building a culture of care.

The mission of St. Joseph's Motherhouse is to provide hospitality, care, and compassion in a supportive environment to all who live, work and visit.

WE ARE CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:

SWITCHBOARD OPERATOR

PERMANENT PART TIME (Unionized position)

Responsible for handling a high volume of both routine and complex incoming and outgoing and inter-office telephone calls and serve as dispatchers for the Maintenance and Security staff.

HOURS OF WORK: Days, Evenings and Week-ends

7:00 A.M. - 3:00 P.M. and 3:00 P.M. - 11:00 P.M.

*Guaranteed 4 Shifts a month

QUALIFICATIONS:

- Must be able to follow written and oral instructions
- Must work well independently and as a team member

EDUCATION:

- High School Diploma

Reasonable accommodations would be made to enable individuals with disabilities to perform the essential functions.

Please send cover letter and resume to:

St. Joseph's Motherhouse

Attention: Lynn O'Brien

2025 Main St. West

North Bay, Ont.

P1B 2X6

Email: lobrien@csjssm.ca

We thank all applicants for their interest.

Only those applicants selected for interviews will be contacted.

Please advise at time of contact if you require accommodations for your interview.

DEADLINE FOR APPLICATIONS: October 6, 2017