



London Health  
Sciences Foundation

# FRONT DESK RECEPTION COVERAGE

## OVERVIEW:

We are looking for volunteers that are compassionate and dedicated in providing excellent customer service. The lunch coverage receptionist is responsible for greeting visitors coming into the office, answering visitor questions and answering the phone. The successful candidate should be able to maintain a positive and professional attitude, and be able to handle any situation in a tactful manner.

## QUALIFICATIONS:

- Good customer service skills
- Good communication skills
- Must be punctual
- Strong Microsoft Office Skills (Word, Excel, Outlook)

## APPLY NOW

If you are interested in volunteering for reception coverage please email: [foundation@lhsc.on.ca](mailto:foundation@lhsc.on.ca)