



JAPANESE CANADIAN
CULTURAL CENTRE
日系文化会館



Positions Required at the JCCC

Join the team of the largest Japanese cultural organization outside of Japan!

The Japanese Canadian Cultural Centre is seeking part-time Receptionists to hire immediately. The Receptionist ensures an excellent experience for all community members and visitors in a friendly and caring manner. Your appreciation of exceptional customer service will be reflected in your warm professionalism as the initial point of contact for JCCC inquiries. Job duties focus on greeting and directing visitors, answering telephone and email inquiries, membership and event registration, processing payments (including a small retail shop), and other light administrative duties.

Hours: Monday, Tuesday, Wednesday, Thursday, Friday 12:30-8:30pm
Saturday, Sunday 9:30am-5:30pm

Flexible time is preferred. Multiple candidates will be hired.

Key Responsibilities:

- Greet JCCC visitors and provide information
- Assist customers with various transactions – registrations, purchases, donations, invoice payments, etc.
- Answer, screen, and forward incoming telephone calls
- Manage JCCC email
- Coordinate courier pickup/drop-offs and directing deliveries

Required Skills:

- Excellent English communication skills (Japanese is an asset)
- Excellent customer service and organizational skills
- Attention to detail and ability to work independently
- Basic computer/math skills
- Ability to work effectively in a fast paced environment

Please send resume to hr@jccc.on.ca. Please indicate which days you are available for work. Only successful candidates will be contacted. Job posting closes May 10, 2024.

Please refer to **Job Posting 300244**.