

Amherstburg Community Services (ACS) is hiring!



JOIN OUR TEAM!

Job Requirements for Reception/Dispatch:

- Welcome and assist visitors
- Answering and directing incoming calls while managing a multi-line phone system
- Support office operations with administrative tasks such as filing, maintaining records, scheduling bus rides and basic data entry
- Computer skills required
- French language skills an asset
- Permanent Part-Time Monday through Friday

ACS is strongly committed to diversity and inclusion within our community. We welcome applications from all qualified individuals.

If interested, please mail, email, or drop off resume to:

Amherstburg Community Services

100-320 Richmond St., Amherstburg, N9V 1H4

Attn: Kathy DiBartolomeo

or email execdirector@amherstburg-cs.com

Deadline to apply is May 23, 2025

Thank you to all applicants but only those that qualify will be contacted.



Amherstburg Community Services



@ACSAmherstburg



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