

PMFRC Employment Opportunity: Receptionist

Department	Information Services Team
Location	Petawawa Military Family Resource Centre (PMFRC) <i>(Petawawa Ontario is in Eastern Ontario, 170 kilometers northwest of Ottawa)</i>
Position Type	Receptionist Full-Time Term Position (18 Months, Maternity Leave Contract) – 1 Vacancy
Work Schedule	37.5 hours per week Monday – Friday 8:00 – 4:00 (Occasional Evenings will be required)
Salary	\$18.28-\$19.19
Immediate Supervisor	Community Liaison Specialist
Language Requirement	English Mandatory; French a Strong Asset
Screening Requirement	Enhanced Reliability, Criminal Record, Vulnerable Sector, IS Security Procurement

Who We Are

The Petawawa Military Family Resource Centre (PMFRC) is a non-profit organization with the responsibility of addressing the needs of military families. We provide programs and services that support, engage, and advocate for military members and their families, addressing the unique challenges of military life. The PMFRC envisions a community of strong, capable, resilient Canadian Armed Forces families.

For more information on who we are, please visit us at [https://cfmws.ca/petawawa/petawawa-military-family-resource-centre-\(pmfrc\)](https://cfmws.ca/petawawa/petawawa-military-family-resource-centre-(pmfrc)).

The Role(s)

Under the direction of the PMFRC Community Liaison Specialist, the Receptionist is responsible for welcoming community members to the various Petawawa Military Family Resource Centre (PMFRC) facilities. The Receptionist provides all frontline services, including responding to client requests and directing them to the appropriate resource and/or program area. This position may work out of any PMFRC facility located on both the North Side and South Side of the Garrison.

Qualifications

- Grade 12 Diploma or equivalent
- Office Administration or Customer Service Training / Course

Experience

- Data entry, record-keeping, and information retrieval techniques
- Processing payments
- Experience using Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Working with a diverse cross-section of the community
- Providing front-line support, including responding to inquiries and community concerns
- Non-violent crisis intervention
- Researching, establishing, sustaining, and fostering a network of community contacts and partnerships
- Providing emotional support

Conditions of Employment

- Adhere to all PMFRC policies and procedures, including those related to privacy, code of conduct, and confidentiality
- Participate in and assist with special events as required
- Provide proof of any applicable registration with the respective regulatory body, where applicable
- Ability to provide a clear Criminal Record Check, obtain an Enhanced Reliability Security Clearance, and provide a Vulnerable Sector Screening (current within six months)
- Hold a valid driver's licence with access to a reliable vehicle for work-related travel, including appropriate driver's insurance
- Ability to travel within the County of Renfrew
- Demonstrated understanding of Canadian Armed Forces communities, systems, and policies to effectively support families in accessing appropriate services and resources

Posting Date: 11 May 2026

Closing Date: 25 May 2026

Potential Start Date: June 2026

If you wish to become a member of our team, **please submit both a cover letter and resume in a Word or PDF format.** Please include your daytime contact number and email address. Should you require accommodation during the selection process, please let the HR Generalist know.

For more information contact:

Administrative Assistant - HR

10-16 Regalbuto Ave, Petawawa ON K8H 1L3

HR-Recruitment@PetawawaMFRC.com

PMFRC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Job advertisements for positions that have been designated bilingual will be provided in both English and French. Positions that are not designated bilingual are not translated and are displayed in English only.

The information provided from this competition and the results from this competition may be used to fill other similar positions as a result of internal transitions, or other similar permanent or temporary short-term contracts. Your information and the results from this competition will be retained for the purpose of filling vacancies in accordance with the PMFRC Privacy Policy.

