



Union Gospel Mission
PO Box 1073 Stn Main
Winnipeg, MB R3C 2X4

Located at 320 Princess St.
Phone: (204) 943-9904
Fax: (204) 942-7425
Email: rescue@gospelmission.ca

Front Desk Supervisor

Union Gospel Mission Winnipeg is a non-profit evangelical, non-denominational Gospel Rescue Mission. Our purpose is to provide Christ-centered programs for the addicted and the poor men, women and children of Manitoba.

Location: 320 Princess St.

Description: To make every person who comes into contact with Union Gospel Mission, either by telephone, email, or in person to feel welcomed, encouraged, and served in a Christ-like manner.

DUTIES AND RESPONSIBILITIES:

- Greet and relate to people in such a way as to provide a professional atmosphere of warmth and hospitality. Provide information about Mission services.
- Operate the telephone and paging system in a professional manner.
- Keep Reception office neat, clean and organized.
- Accurately log medication given to residents.
- Receive donations of clothing and food items and fill out donation slips.
- Monitor security cameras in and around building.

DESIRED QUALIFICATIONS:

- Be able to sign our ongoing qualifications to serve at UGM
- A People Person, able to listen to and encourage others.
- A Genuine concern for the salvation of souls and the spiritual welfare of others
- Organizational adeptness and efficiency
- Telephone etiquette

HOW TO APPLY:

To apply, www.gospelmission.ca and fill out the [Missionary Application Form](#), and include your resume.