

RECEPTIONIST (12 month)
ST. BASIL CATHOLIC EDUCATION CENTRE

DAILY SUPERVISOR

DEPUTY SUPERINTENDENT

HOURS OF WORK PER DAY

5-7 HOURS PER DAY

JOB DESCRIPTION

Under the direction of the Deputy Superintendent, the Receptionist provides office support to St. Basil Catholic Education Centre. As the first point of contact for Holy Spirit Catholic School Division, great communication skills are essential. You will be responsible to handle the flow of people throughout the building, greet visitors and answer phone calls in a pleasant and approachable manner.

QUALIFICATIONS

EDUCATION:

- One (1) year Administrative Office Professional certificate, or two (2) year Business Administration diploma or equivalent

WORK EXPERIENCE:

- One (1) year office experience

TECHNICAL SKILLS:

- Proficiency in computer skills
- Knowledge of office equipment and procedures

INTERPERSONAL SKILLS:

- Organizational skills/time management
- Communication skills and telephone etiquette
- Ability to work under stress and deadlines
- Good public relations skills
- Ability to work independently and show initiative
- Professional attitude
- Confidentiality

WAGE SCHEDULE:

- CUPE 1825 Group 1