

SCHOOL RECEPTIONIST - CASUAL

Type of Position: Casual

Closing date: June 24, 2022

About the Position

The Secretary is the first point of contact for the Gitsegukla Elementary School. Accountable to the Principal, the Secretary handles the flow of people through the school and ensures administrative tasks are completed accurately and delivered with high quality and in a timely manner. In doing so the secretary can assist and relieve the Principal of administrative detail so they may devote maximum attention to the central mandate of education and educational administration.

This position is part of a pool of positions to cover absences and provide additional coverage as needed. It is a casual position that will involve a few days of paid training, followed by occasional work hours, none of which are guaranteed.

Duties and Responsibilities

Receptionist Functions

- Greet all visitors arriving at the school.
- Direct visitors or appointments to the appropriate office, personnel, or services.
- Answer telephone calls, respond to queries, and or re-direct calls, as appropriate.
- Take messages and deliver them in a timely matter.
- Schedule appointments, when required.

Office Support Services

- Deal with queries from community members and education employees.
- Ensure knowledge of staff and visitor movements in and out of the school to maintain security awareness.
- Support the payroll function by collecting and reviewing timesheets prior to approval by the supervisor.
- Prepare various correspondence, reports, meeting minutes, invoices, and related materials using computer word processing software. Compile data, and statistics, when required.
- Pick-up, receive and sort mail and deliveries.
- Attend staff meetings, as required.

Professional Support

- Assist teachers with the preparation of teaching materials, as required.
- Follow up on student attendance (e.g. call parents of students missing from attendance).
- Enter attendance data into the Data Records and User Management System (DRUMS) by the daily deadline.
- Contact parents, as required, to share information on their child.
- Develop and maintain a current and accurate filing system for student folders..
- Bundle student folders as requested, such as for transfer to a new school (e.g. when graduating to grade 8).

ACCOUNTING > CONSULTING > TAX

TRUE NORTH SQUARE

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Clerical Tasks

- Coordinate meetings, room bookings, and organize catering.
- Handle and safeguard confidential client information.
- Monitor the use of supplies and equipment. and control inventory relevant to the reception area.

Knowledge, Skills, and Abilities

- Solid communication skills both written and verbal.
- Ability to be resourceful and proactive in dealing with issues that may arise.
- Ability to work independently and perform diversified tasks with regular interruptions.
- Ability to organize, multitask, prioritize, and work under pressure with strong attention to detail.
- Knowledge of administrative and clerical procedures including working knowledge of basic office procedures.
- Knowledge of computers and relevant software applications, including Microsoft Office.
- Knowledge of customer service principles and practices.
- Skill in the operation of a keyboard (minimum 50 words per minute) and common office equipment and machines.
- Ability to plan, organize and establish effective office procedures and prioritize the work of the office without supervision.
- Able to get along well with people and to use tact, diplomacy, and persuasion to resolve problems or obtain services.

Other Requirements

- Professional appearance.
- **Requirements:** to successfully and periodically undergo an appropriate criminal record review and police record check.

Experience and Education Requirements

- High school Grade 12 graduation.
- A diploma in Office Administration or equivalent is an asset but not required.
- Valid Occupational First Aid Certificate – Level 1 or be prepared to obtain such certification.

All interested applicants are encouraged to submit a cover letter and resume outlining the position for which you are applying and how you meet these qualifications to the c/o MNP at gitseguklacao@mnp.ca.

Applications are assessed as they are received therefore early application is recommended.

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Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.