



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Casual Receptionist
Location:	Division Office - Winnipeg
FTE:	7.25 Hours/Day
Term of Employment:	Casual – On an as-needed basis
Salary:	\$15.87/hour
Unionized/Non-Unionized:	Non-Unionized

A casual Receptionist is required in our Division Office on an as needed basis to provide coverage for vacation time and other absences. A standard working day is 8:30 a.m. to 4:30 p.m.

QUALIFICATIONS

- Relevant prior experience
- Knowledge in effectively applying customer service principles and practices
- Proficiency in a variety of computer applications (Microsoft Word and Outlook, data entry)
- Excellent written and verbal communication skills
- Ability to respond courteously and effectively to incoming requests from internal and external contacts at all levels
- Excellent interpersonal skills
- Ability to work independently and as a team member

RESPONSIBILITIES

- Greet visitors to the Division Office
- Operate switchboard to answer, screen and direct calls
- Ensure that the reception area is tidy and welcoming
- Receive incoming (small) deliveries and notify staff as appropriate to pick up
- Receive and sort incoming mail
- Book meeting rooms
- Maintain confidentiality within and outside the Division
- Assist other Division personnel with overflow work, including word processing and data entry tasks

All applicants are thanked for their interest; however, only applicants selected for an interview will be contacted. By applying, you are consenting that the Division may contact your references.

The successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Search) and Child Abuse Registry Check, at their own expense, as a condition of employment. Further information is available at www.fsdnet.ca

Applicants should submit a current resume and cover letter to:

Human Resources Manager
Frontier School Division
30 Speers Road, Winnipeg, MB R2J 1L9
Fax: (204) 258-2068
Email: hr@fsdnet.ca

