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## INVITES APPLICATIONS FOR THE FOLLOWING POSITION

<b>Position:</b>	<b>Receptionist</b>
Location:	Division Office - Winnipeg
Start Date:	As soon as possible
FTE:	7.25 hours/day, 5 days/week, 12 months/year
Term of Employment:	Permanent
Salary:	\$23.73/hour
Unionized/Non-Unionized:	Non-Unionized
<b>Application Deadline:</b>	<b>Friday, September 19, 2025</b>

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### QUALIFICATIONS

- Prior related experience
- Proficiency in a variety of computer applications including MS Office
- Excellent written and verbal communication skills
- Excellent customer service skills with positive and courteous telephone etiquette
- Strong interpersonal, problem solving and organizational skills
- Ability to work independently and as a team member
- Extremely dependable and punctual.

### DUTIES

- Greets visitors to the Division Office
- Operates switchboard to answer, screen and direct calls
- Ensures that the reception area is tidy and welcoming
- Maintains a visitor log
- Receives, sorts, and distributes mail and courier packages
- Books meeting rooms for the Division Office
- Makes travel, accommodation and catering arrangements as directed.
- Maintains confidentiality within and outside the Division
- Assists Division Office personnel with overflow work

Applications should include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required.

*Thank you for your interest; however, only applicants selected for an interview will be contacted. By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check) and Child Abuse Registry Check, at their own expense. Further information is available at [www.fsdnet.ca](http://www.fsdnet.ca)*

*Reasonable accommodations are available for persons with disabilities on request.*

Forward application package to:

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

