



Employment Opportunity

Position Title:	Receptionist
Reporting To:	Executive Assistant
Employment Type:	Full-Time, Permanent
Location:	Nutsumaat Lelum Daycare
Schedule:	Monday to Friday
Hours/Day	7.5 hours/day

Position Summary:

Stz'uminus Education Society (SES) is seeking a Receptionist to join our administrative team supporting the Nutsumaat Lelum Childcare. The ideal candidate will be solution-oriented with exceptional communication skills, pays attention to detail; work as team-player, able to work independently.

Job Description & Responsibilities:

- Acknowledge customers who enter and exit the building.
- Answer phone calls and relay any messages.
- Schedule and confirm appointments.
- Operate standard office equipment such as photocopying, printing, scanning, and faxing.
- Communicate orally in English, and to speak the basic words of Hul'q'umi'num would be an asset.
- Provide clerical support using a variety of programs such as Microsoft Word, Excel, and Outlook.
- Efficiently assist with data entry and filing tasks; prepare, maintain and control a variety of office records with confidential information.
- Build a professional relationship with students, families and staff.
- Respect the Stz'uminus culture and community.
- Collaborate with staff and community members to understand the SES vision.

Qualifications:

- High school diploma or equivalent.
- An equivalent combination of education, training and experience.
- Criminal Record Check is required.

To explore how we might work together, we invite your application via careers@stzuminus.com by July 16, 2024