



Employment Opportunity

Position Title:	Receptionist
Reporting To:	TBD
Employment Type:	On Call
Schedule:	Monday - Friday
Hours/Day	7.5-8 hours per day

Position Summary:

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

Job Description & Responsibilities:

- Acknowledge visitors 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.
- 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 staff.
- Respect the Stz'uminus culture and community.
- Collaborate with staff, families and community members to understand and fulfill the SES vision.
- Participate in school goals – provide academic support as required

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