

## **RECEPTIONIST**

### **PURPOSE:**

This position assists management to achieve an efficient operation in the Education Centre through exemplary performance in a variety of receptionist, office management, and clerical functions and in doing so ensures the safety and security of confidential information and documents.

This position reports directly to the Administrative Services Officer.

### **DUTIES AND RESPONSIBILITIES:**

- ⇒ Perform receptionist duties such as answering incoming calls, ascertaining the nature of the call and directing to appropriate personnel in a professional and courteous manner.
- ⇒ Greet all clients, respond to their inquiries and direct them or refer them to the appropriate meeting location or staff member if unable to assist.
- ⇒ Program and maintain the electronic telephone and voice mail systems as required.
- ⇒ Manage and maintain the electronic booking system for scheduling of all seminar rooms at the Education Centre and ensure appropriate information is posted as required. Ensure facilitators are aware of the fire drill instructions, use of equipment in seminar room and availability of refreshments.
- ⇒ Ensure that basic maintenance of photocopiers and mail machine is handled including contacting appropriate companies for maintenance as required.
- ⇒ Process incoming/outgoing mail, courier deliveries and faxes on a daily basis. Maintain records of all transactions and prepare and submit reports as required.
- ⇒ Ensure adequate inventory of all required office supplies is available for Education Centre/Support Services Centre staff; requisition office supplies online using Pcard for purchases, and reconcile Pcard transactions monthly.
- ⇒ Program the doors of the Education Centre for access during office hours and for other meetings and functions as required.
- ⇒ Perform the data entry required for all leaves of staff based at the Education Centre, Support Services Centre and Maintenance Centre.
- ⇒ Assist with Human Resources duties including interview arrangements and filing of applications.
- ⇒ Perform confidential secretarial duties for Administrative Council members and/or Superintendents as required.
- ⇒ Act as contact person for all Education Centre and Maintenance Centre staff for sick leave. Ensure that all appropriate personnel are notified when the staff member is sick.
- ⇒ Register and maintain database for home-based students for the school division in conjunction with Superintendent of Schools
- ⇒ Responsible for setting up meeting room for Board meetings as required.
- ⇒ Assist staff with the creation of specialized documents.
- ⇒ Handle minimal amounts of cash for small items received from staff.
- ⇒ Comply with any and all applicable Board Policies, guidelines and practices, and legislation and regulatory requirements.
- ⇒ Perform other related duties as assigned.

**QUALIFICATIONS:**

**EDUCATION, TRAINING & EXPERIENCE:**

- ⇒ Typically the required knowledge, skills and abilities are obtained through successful completion of Grade 12 coupled with at least one year of Office Education or secretarial training from a post-secondary institution acceptable to the Board.

**REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:**

- ⇒ Minimum typing speed of 65 wpm (certificate of proof required).

**KNOWLEDGE, SKILLS & ABILITIES:**

- ⇒ Demonstrated knowledge in the operation and basic maintenance of office equipment.
- ⇒ Demonstrated knowledge of methods and procedures used in maintaining an office.
- ⇒ Working knowledge of and ability to operate within Board policies and procedures.
- ⇒ Ability to maintain accurate records and documentation and provide recommendations to the Executive Assistant.
- ⇒ Excellent interpersonal and communication skills, both verbal and written.
- ⇒ Working knowledge of current technology and software associated with the duties and responsibilities of this position.
- ⇒ Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision-making skills to ensure quality of work meets expected standards.
- ⇒ Ability to establish and maintain effective working relationships with all staff, students and the public demonstrating tact and diplomacy.
- ⇒ Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.

**ADDITIONAL INFORMATION:**

- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required.
- ⇒ Must participate in applicable safety training, work-related professional development, in-service, or courses of study.

**CONCLUSION:**

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements of the position change.

**SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION EMBRACES THE  
FOLLOWING VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

**Saskatchewan Rivers Public School Division Employees are expected to be exemplary role models at all times.**