

# JOB OPPORTUNITY

## Receptionist Sagkeeng Junior High

*Reporting to the Principal the Receptionist will provide assistance and administrative support to Junior High staff.*

### DUTIES:

- Greet and assist visitors and direct them to the appropriate staff
- Setup and confirm appointments/meetings
- Open and distribute regular and electronic incoming and outgoing mail
- Answer and direct all incoming calls or relay messages to the appropriate staff
- Communication with parents as needed
- Monitor visitors in the school
- Submit monthly reports and payroll
- Track invoices for billings
- Collaborate with finance, administration and maintenance
- Send/receive faxes
- File personal and confidential information
- Maintain filing systems
- Submit cheque requisitions
- Submit orders for schools supplies and maintain inventory
- Manage communication including emails and phone calls
- Set up and maintain manual and computerized filing systems
- Processes standard form letters, and correspondence, as required.
- Other duties as may be assigned

### QUALIFICATIONS:

- Grade 12 education or equivalent
- Minimum one (1) year experience working as a receptionist, administrative assistant or office support
- Demonstrated ability to work under pressure and with people
- Ability to maintain a positive and welcoming demeanour and provide superior customer service
- Knowledge using word and excel
- Must have a valid driver's licence and access to a reliable vehicle
- Proven ability to work on your own or as part of a team
- Strong organizational skills
- Experience with Microsoft Office and data skills an asset
- Excellent verbal and written communication skills
- Patient, flexible and understanding to student needs



**Application deadline:  
August 5/21**

### Applicants MUST submit a:

- Cover letter/ résumé including active contact information,

### Along with:

- Current criminal record and vulnerable sector checks;
- Abuse registry checks or proof of application for them.
- Contact information for 3 work related references

### Attention to:

**S.E.T.S.  
Box 8, Fort Alexander, MB  
R0E 0P0**

Cover letters and résumé can be mailed to the above address or emailed to [jobs@sagkeeng.ca](mailto:jobs@sagkeeng.ca), or dropped off at the SETS Office.

**LATE SUBMISSIONS WILL  
NOT BE ACCEPTED UNDER  
ANY CIRCUMSTANCES**

PLEASE BE ADVISED THAT ONLY  
THOSE SELECTED FOR AN  
INTERVIEW WILL BE CONTACTED