



Employment Opportunity

Position: Receptionist

Location: Kenora and Rainy Lake Campus

Start Date: As soon as possible

Deadline: Ongoing until filled

Duration: Casual, Permanent

Wage: \$23.68-\$28.94 per hour

How to apply: Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following: **Email is preferred.**



Email:

Attn: Human Resources Department
human.resources@7generations.org



Mail:

Attn: Personnel Committee
Seven Generations Education Institute
1452 Idylwild Drive, PO Box 297
Fort Frances, ON, P9A 3M6



Fax:

Attn: Personnel Committee
(807) 274-8761

Please direct any questions regarding this opportunity to Human Resources at human.resources@7generations.org.

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.

Applicants who are members of one of the ten governing communities of SGEI are asked to identify this in their application.



Receptionist

Job description

General description

The Receptionist will be required to perform a wide variety of clerical office duties in support of Seven Generations Education Institute's administration. This includes greeting and screening visitors, answering and referring inbound calls and scheduling appointments. The Receptionist will be responsible for administering correspondence. The Receptionist must be knowledgeable and familiar with our website, strategic plan, organizational goals, and objectives.

Qualifications and skills requirements

1. Two (2) years Receptionist experience or the equivalent of education and experience.
2. Strong knowledge of general office procedures.
3. Ability to write simple correspondence, including memos, letters, etc.
4. Ability to apply understanding and carry out instructions in written, verbal, or diagram form.
5. Knowledge of office supplies, equipment, services, ordering, as well as inventory control of these items.
6. Strong knowledge of Microsoft Office products, including Word, Excel, and PowerPoint.
7. Superior telephone and strong interpersonal skills.
8. Strong written and verbal skills to communicate with all levels of the organization.
9. Strong customer service orientation.
10. Must have excellent organizational and time management skills.
11. Neat and tidy in both personal appearance and desk/office organization.

Supervisor: Chief Executive Officer or Campus Director

Job duties/responsibilities

1. As a front-line worker, present a positive and professional image of the organization to all visitors, suppliers, inquiries, and other interactions.
2. Responds to telephone, email, and in-person inquiries from clients, business partners, and other parties.
3. Refer all inquiries to the appropriate individuals, or departments within the campuses.
4. Take and record telephone, email, or written messages for staff members.
5. Type and distribute all forms, letters, and memos, as necessary.
6. Have knowledge of all areas of the office to ensure inquiries from staff, students and the public are handled accordingly and with ease.
7. Provide information to staff and/or clients about special activities.
8. Maintain an up-to-date staff schedule(s).
9. Ensure the appropriate evacuation procedures are carried out in the event of an emergency.
10. Observe and report any security issues to supervisor.
11. Maintain a level of confidentiality, and refrain from making public statements.



12. Light housekeeping duties by ensuring the work areas are free from books, parcels, supplies and clutter.
13. Make recommendations to improve efficiency.
14. Maintain the receptionist area in a tidy and presentable manner.
15. Accept and monitor inbound/outbound shipments as necessary.
16. Any other duties as requested.

Relationships

Internal

1. Interacts with students
2. Interacts with and responds to Chief Executive Officer or Campus Director
3. Works with all SGEI staff

External

1. Deals with numerous telephone enquiries and questions from students and staff.
2. Initial contact with all visitors to campus.

Working conditions

- Prolonged period of keyboarding can become strenuous and can leave a person mentally and physically exhausted at the end of a day.
- Indoors under good conditions.
- This position requires a wide variety of skills, a flexibility enabling one to shift between jobs and a congenial nature enabling one to respond to diverse inquiries by staff, students and general public.
- Normally a seven (7) hour workday.
- Demanding but not overly stressful.

Conditions of Employment

- Must provide satisfactory criminal background check.

Reviewed: October 16, 2024