



JOB DESCRIPTION

JOB TITLE	Receptionist, Director's Services
JOB LEVEL	A
DEPARTMENT	Director's Services, Corporate Services
SUPERVISOR	Supervisor, Corporate Services

POSITION SUMMARY

The Receptionist, Director's Services provides organizational support by responding to various inquiries and requests from students, staff, and the public, providing information or redirecting as required.

DUTIES AND RESPONSIBILITIES

- Greet public at reception or by telephone.
- Answer queries and redirect to correct individual or department.
- Accept documents and mail.
- Issue visitor passes, inform staff of visitor arrival and provide directions to rooms.
- Receive requests and schedule room bookings within the Education Centre.
- Assist with related tasks as requested.

EDUCATION

Completion of OSSD or equivalent.

EXPERIENCE

Related work experience is an asset.