



Sturgeon Lake School

Postal Bag 5

Valleyview, AB T0H 3N0

Phone: (780) 524-4590 Fax: (780) 524-3696



Employment Opportunity

School Receptionist

Sturgeon Lake School is seeking a Full time School Receptionist for the 2024-2025 School Year

The school receptionist works in conjunction with the Administrative team to ensure the smooth operation of the school. The successful candidate will demonstrate the following qualities:

- A positive, enthusiastic attitude;
- Ability to relate patiently and pleasantly to phone callers and school visitors;
- An understanding of the need for discretion and confidentiality;
- A supportive and caring manner with children;
- The ability to work independently as well as collaboratively with administrators, teachers, and other support staff members;
- Ability to multi-task in a highly interruptive environment;
- A desire to work in a team environment
- A belief in continuous learning and a desire to continuously improve.

Roles and Responsibilities

- Greet and welcome guests
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Ensure office files are kept secure, including student cumulative files
- Order front office supplies and keep inventory of stock
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing
- Other duties assigned under supervision of school principal

Qualifications

- Grade 12 or equivalent
- Completion of a recognized office administration/secretarial program;
- Recent technology training &/or the equivalent in recent work experience;
- Proficiency in word processing, database, spreadsheet, accounting, and email applications;
- Excellent oral and written skills;
- Excellent time management, organizational and interpersonal skills;
- Ability to work with minimum supervision;
- Ability to work cooperatively with students, staff and the public;
- Candidates must be able to demonstrate a high level of technology skills of the following applications: PowerSchool, PASI -Student Information System, Microsoft Word, Excel, and Internet Search.
- Exceptional time-management skills and the ability to manage multiple tasks and deadlines

Your application should include

- Cover letter, detailed resume, three references with current contact information
- A current Criminal Record Check (including Vulnerable Sector Check), and cleared AB Intervention Check - both dated within the last six months

Deadline: Tuesday, September 3, 2024

Email or submit your resume with relevant documentation to:

Employment@sturgeonlake.ca