



Employment Opportunity

Position Title:	(2) Receptionist positions available
Reporting To:	TBD
Employment Type:	Full time / Term
Location:	Stz'uminus Primary School/Stz'uminus Community School
Schedule:	Monday - Friday
Hours/Day	8 hours/day

Position Summary:

Stz'uminus Education Society (SES) is seeking: (1) Stz'uminus Primary School and (1) Stz'uminus Community School Receptionist to join our school based team. The ideal candidate will be solution-oriented with exceptional communication skills, pays attention to detail; work as a team-player, and able to work independently.

Job Description & Responsibilities:

- Acknowledge visitors who enter and exit the building.
- Answer phone calls and relay any messages.
- Schedule and confirm appointments.
- Operate standard office equipment such as photocopying, printing, scanning, and faxing.
- Communicate orally in English, and to speak the basic words of Hul'q'umi'num would be an asset.
- Provide clerical support using a variety of programs such as Microsoft Word, Excel, and Outlook.
- Efficiently assist with data entry and filing tasks; prepare, maintain and control a variety of office records with confidential information.
- Build a professional relationship with students, families and staff.
- Respect the Stz'uminus culture and community.
- Collaborate with staff and community members to understand the SES vision.
- Participate in school goals – provide academic support as required.

Qualifications:

- High school diploma or equivalent.
- An equivalent combination of education, training and experience.
- Criminal Record Check is required.

To explore how we might work together, we invite your application via careers@stzuminus.com by July 16, 2024