

INTERNAL EMPLOYMENT OPPORTUNITY

RECEPTIONIST REGULAR, FULL-TIME POSITION COMPETITION # ISS 17-13-I

Only applications from current KDSB employees will be considered for internal job postings.

DEPARTMENT:	Integrated Social Services
LOCATION:	Sioux Lookout Office
POSTING DATE:	December 22, 2017 12:00 pm
CLOSING DATE:	January 12, 2018 12:00 pm
AVAILABLE:	As soon as possible
NORMAL HOURS OF WORK:	Monday to Friday - 08:00am to 04:30pm or in accordance with the Compressed Work Week schedule, as approved.
SALARY:	As per the Collective Agreement between CUPE Local 5911.01 and KDSB

RESPONSIBILITIES:

The role of the Receptionist is to perform clerical, accounting, and administrative work and direct applicants and the public to the appropriate staff for effective, streamlined customer service.

QUALIFICATIONS:

1. Secondary school diploma and a minimum of one year related Administrative/Reception/Office experience.
2. Excellent customer service and communication skills and the ability to handle client concerns in a tactful and sensitive manner.
3. Demonstrated ability to operate computerized software and office equipment.
4. Must have the ability to make referrals to appropriate service in a timely manner with the ability to prioritize maintenance calls and recognize maintenance emergencies.

The above is not a comprehensive description of the position. For a full description of this position, please request a copy of the job description from your Manager.

HOW TO APPLY:

Please submit your interest in this position by sending your cover letter and resume via e-mail, referencing the competition number in the subject line of the e-mail and cover letter, to the:

Human Resources Department - hr@kdsb.on.ca