

# INTERNAL EMPLOYMENT OPPORTUNITY

## RECEPTIONIST

### TEMPORARY, FULL-TIME POSITION

COMPETITION # ISS 17-08-1

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

<b>DEPARTMENT:</b>	Integrated Social Services
<b>LOCATION:</b>	Sioux Lookout Office
<b>POSTING DATE:</b>	July 13, 2017
<b>CLOSING DATE:</b>	<b>OPEN UNTIL FILLED</b>
<b>AVAILABLE:</b>	August 2017
<b>NORMAL HOURS OF WORK:</b>	Monday to Friday - 08:00am to 04:30pm or in accordance with the Compressed Work Week schedule, as approved.
<b>SALARY:</b>	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](mailto:hr@kdsb.on.ca)