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Receptionist Positions

Keewaytinook Okimakanak Board of Education is hiring for two receptionists

Positions located in Thunder Bay

Competition closes August 28, 2020

Receptionist Job Description

Coordinate our front desk daily and perform a variety of administrative and clerical tasks.

As a Receptionist, you will be the first point of contact for our company. Our Receptionist's duties include offering administrative support across the organization. You will welcome guests and greet people who visit the business. You will also coordinate front-desk activities, including distributing correspondence and redirecting phone calls.

A pleasant personality is required, as this is also a customer service role. You should also be able to deal with emergencies in a timely and effective manner, while streamlining office operations. Multitasking and stress management skills are essential for this position. This role may require flexibility.

Responsibilities

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- 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



- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges if required)
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Arrange travel and accommodations, and prepare vouchers
- Keep updated records of office expenses and costs
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing
- Preparing and doing bank deposits and reporting all deposits to finance with backing information.
- Note taking at all meetings that it is required

Requirements

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Professional attitude
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- High school degree: additional certification in Office Management is a plus
- The ability to speak Oji-Cree or Ojibwe an asset
- Knowledge of the Keewatinook Okimakanak Communities is a plus.

Please send all resumes with references to:

KOBE Receptionist Opening

c/o Jeff Nelson jeffnelson@edu.knet.ca