

EMPLOYMENT OPPORTUNITY

Receptionist

POSTING No: #2019-08

POSTING DATE: FEBRUARY 19, 2019

POSTING EXPIRY DATE: MARCH 1, 2019

Strathcona Regional District is seeking applications from candidates for a full-time receptionist position at the corporate office. The receptionist performs duties related to reception and telephone switchboard operation combined with administrative duties of moderate complexity. Reporting to the senior executive assistant, the receptionist is responsible for answering incoming calls through switchboard, referring enquires, complaints, etc., to the appropriate office, providing general information and assistance to the public; processing incoming and outgoing mail, courier packages and facsimiles; typing correspondence and other related duties as required.

REQUIRED EDUCATION & EXPERIENCE (or equivalent combination)

- One-year certificate in office administration; and/or
- A minimum of one year of related experience or an equivalent combination of training and experience.

We offer a competitive salary commensurate with qualifications and experience. Qualified candidates are invited to submit a cover letter, resume and copies of certifications quoting posting **#2019-08 Receptionist** to corporate@srd.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Strathcona
REGIONAL DISTRICT



301 - 990 Cedar Street,
Campbell River, BC V9W 7Z8
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Toll-free: 1-877-830-2990

www.srd.ca



Receptionist

JOB SUMMARY

The receptionist performs duties related to reception and telephone switchboard operation combined with administrative duties of moderate complexity. Reporting to the senior executive assistant, the receptionist is responsible for answering incoming calls through switchboard, referring enquires, complaints, etc., to the appropriate office, providing general information and assistance to the public; processing incoming and outgoing mail, courier packages and facsimiles; typing correspondence and other related duties as required.

MAJOR DUTIES AND RESPONSIBILITIES

- Answers telephone and email enquiries, directs calls to the appropriate party, takes messages and gives out routine information;
- Directs walk-in traffic to the appropriate destination;
- Coordinates board and committee catering, meal preparation and prepares rooms for scheduled meetings;
- Administers alarm code changes and corporate office key distribution;
- Receives, sorts and distributes incoming mail to various departments, prepares outgoing mail and organize courier and/or other deliveries;
- Maintains office supply inventory by keeping track of stock to determine inventory levels, anticipates needed supplies, evaluates new office products, places and expedites orders for supplies and verifies receipt of supplies;
- Provides front counter support for board/committee meeting days or other meetings;
- Performs other related work as required.

REQUIRED EDUCATION & EXPERIENCE (or equivalent combination)

- One-year certificate in office administration; and/or
- A minimum of one year of related experience or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Work experience in an office, local or regional government setting preferred;
- Some knowledge of records management and file retention;
- Excellent interpersonal, written and verbal communication skills are essential, as are demonstrated administrative and organizational skills;
- Knowledge of office practices and procedures;
- Basic level of competency with Microsoft Office Word, Excel and Outlook;
- Ability to establish and maintain effective working relationships with other employees, agencies and clients.



Job description
February 19, 2019

SIGNATURE

I have read and understand this job description:

Employee's Name

Employee's Signature

Date