



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #C-18

RECEPTIONIST

Location: School Board Office

SUMMARY:

Under the direction, supervision and evaluation of the Director of Finance, provides reception and switchboard services.

DUTIES:

- Greets all incoming telephone callers and visitors and screens, directs and relays messages.
- Answers telephone or in-person inquiries regarding general information.
- Sorts and distributes incoming mail; distributes and re-bags school run.
- Assists accounting department with processing of invoices.
- Assists other departments with routine clerical tasks as time permits.
- Maintains lobby area.
- Maintains archives of student files, Permanent Record cards and transcripts forwarded by Secondary Schools.
- Performs a variety of clerical duties such as filing, photocopying, typing documents and correspondence.
- Performs all duties with a level of interpersonal and communication skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Grade 12 education or the equivalent
- Minimum of one year related office experience
- Successful completion of the District Clerical test
- Ability to operate standard office equipment

Qualifications Continued:

- Working knowledge of word processing and database management programs on a computer

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

[Signature]
Secretary-Treasurer

FEB - 7 1994

Date

On behalf of:
C.U.P.E. Local 801

[Signature]
President

February 2, 1994

Date