

**School District No. 53 (Okanagan Similkameen)
Job Description**

JOB TITLE: DISTRICT RECEPTIONIST

JOB NUMBER: 213

RESPONSIBLE TO: Secretary-Treasurer

JOB SUMMARY: Under the supervision of the secretary-treasurer, the district receptionist greets callers and visitors, and performs a variety of clerical tasks.

ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:

1. respond to enquiries and take/relay messages;
2. provide support and assistance to staff;
3. send, receive, sort and distribute mail;
4. operate office equipment and software to create/maintain correspondence, spreadsheets, databases, reports and electronic calendar;
5. maintain/reconcile petty cash, receive/receipt money, and prepare/deliver bank deposits;
6. verify, sort, prepare, file, maintain, and distribute documents;
7. monitor/maintain inventory and place/receive/verify supplies and equipment orders;
8. keep current by participating in job-related training and staff development;
9. communicate positively and effectively, and interact as a collaborative and consultative team member;
10. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
11. maintain confidentiality; and
12. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. grade 12 including relevant courses in computer software;
2. six months relevant office experience obtained within the last two years;
3. demonstrated ability to keyboard accurately at 60 wpm;
4. demonstrated knowledge of software including word processing, spreadsheets and databases;
5. demonstrated ability to work as part of a team;
6. effective communication skills in verbal, written and electronic format;
7. strong problem-solving and organizational skills; and
8. physical ability to perform all aspects of the position.