



ST. MARY'S ACADEMY

550 Wellington Crescent, Winnipeg, MB, R3M 0C1
204-477-0244
www.smamb.ca

St. Mary's Academy is a grades 7–12 Catholic girls' school in the tradition of the Sisters of the Holy Names of Jesus and Mary.

Employment Opportunity

Receptionist

This is a full-time, 37.5 hour per week, 11 months per year position. The incumbent is expected to utilize all vacation during Christmas Break and Spring Break. Position begins on November 1, 2021.

The Receptionist is responsible for reception/client services and administration duties. This position reports to the Director of Communications and Marketing.

Duties and Responsibilities

Reception/Client Services

- Receives all visitors and community members
- Directs visitors and ensures they sign the visitor log
- Answers and re-directs multi-line telephone and emails
- Follows-up on calls

Administration

- Meters the mail and prepares documents for distribution
- Assists with school electronic and hard copy mailings, daily attendance, school calendar correspondence, website and TV screen/signage updates, data entry and other clerical duties
- Arranges and receives courier deliveries
- Distributes school documents
- Prepares signs for various display boards
- Notifies office and maintenance of deliveries, visitors, etc.

Other

- Performs other duties as requested

Role Specific Competencies, Qualifications and Requirements

- Must have at least six months related-work experience
- Knowledge of Microsoft Office 365 and Outlook
- Adobe Creative Suite: Acrobat and InDesign (nice to have but not required)

How to apply

Submit cover letter and résumé to Jennifer Tesoro, President, at jtesoro@smamb.ca.

Application Deadline

October 21, 2021

We thank all applicants for their interest in St. Mary's Academy. Only applicants considered for an interview will be contacted. All applications will be held in confidence.