Receptionist

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Receptionist

Alumni Affairs & Development
Temporary full-time from April 18, 2016 to October 14, 2016
Hiring #: 2016-0078

Please read the [Application Instructions](#) before applying.

Reporting to the Associate Director, Alumni Advancement, the incumbent is responsible for greeting visitors to Alumni House with warmth and professionalism and ensuring they receive appropriate services. The Receptionist is also responsible for handling AA&D’s main incoming phone line as well as multiple email accounts and handling enquiries as appropriate while also acting as a backup point of contact for other key individuals and their Assistants in AA&D. The incumbent takes and processes event registrations for alumni/donor events hosted by Alumni Affairs & Development via a variety of means, including phone, email and fax, and updates the department’s CRM database accordingly. The Receptionist also coordinates reservations for facilities in Alumni House for both internal and external groups and any associated requirements. This is a fast-paced, active position stationed in the heart of a dynamic department. The Receptionist also provides other clerical, administrative and associated duties as assigned within AA&D including special event support and support for bulk mailings.

Requirements of the position include: High School graduation plus 1 year relevant secretarial, clerical and/or administrative experience or an equivalent combination of education and experience; accurate data entry, attention to detail; excellent computer skills and tactful phone manner; good judgement and organizational skills for prioritizing work and investigating and resolving problems and anomalies with alumni, friends and/or staff. The successful candidate must be able to work independently with frequent interruptions and as part of the Alumni Affairs and Annual Fund team, exercising tact and diplomacy in dealing with a wide variety of clients. The Receptionist is required to adhere to a fixed schedule, ensuring coverage of the reception area at all times.

Classification                USW, Local 4120 Salary Band 2*
Normal Hiring Range    $17.88 - $19.98 per hour

*Tentative evaluation

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Closing Date:  2016 03 18
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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply