
POSTING NOTICE

COMPETITION #: SC-036-2425

POSTING DATE: November 22, 2024

CLOSING DATE: December 4, 2024

CLOSING TIME: 12:00 PM

POSTED: INTERNAL/EXTERNAL

POSITION TITLE: Clerical Support

CLASSIFICATION: Office

SALARY: Level 2, Non-Instructional Salary Grid

LOCATION: Esterhazy, SK

POSITION TERM: ASAP to May 22, 2025

HOURS OF WORK: 15 hours per week (Mondays and Thursdays; 5:30am to 1:00pm)

STATUS: Temporary / Part-Time

IMMEDIATE SUPERVISOR: Coordinator, Corporate Training and Continuing Education

Applications including Resume & Cover Letter to humanresources@suncrestcollege.ca

Position Summary:

This position will cover the Mosaic Contractor Orientation training schedules in Esterhazy. This position is primarily responsible for general receptionist duties, including basic filing and providing information about programs and College services. This position is also responsible for ensuring the facility is open and ready for use, ensuring that office equipment is operating correctly, and assists students with finding appropriate classrooms and other inquiries.

MAIN RESPONSIBILITIES:

Under the direction of the Coordinator, Corporate Training and Continuing Education, the successful applicant will, perform the following duties:

Responsibilities:

- Ensures that the facility is open and ready for use at least 10 minutes ahead of the scheduled events.
- Ensures that the office equipment is operating correctly.
- Must be knowledgeable about the course programming.
- Be responsible for ensuring that coffee is available, if required for the event.
- Maintains the security of the equipment and the facility.
- Directs students to their appropriate classrooms for evening classes.
- Performs other related duties as assigned by the supervisor.
- Makes appointments for program staff.
- Performs receptionist duties.
- Communicates College and program services and information to the public.
- Other clerical duties such as bookkeeping, word processing, photocopying, and cash receipt recording.

Additional Duties:

- Other duties as assigned.

QUALIFICATIONS:

Education and Experience:

- The minimum educational qualification for this position is up to and including completion of Grade 12 or equivalent.
- The minimum amount of practical, related experience required to perform the duties of this position is less than one year.
- Demonstrated experience working in a cross-cultural environment.

Knowledge, Skills & Abilities:

- Demonstrated communication skills and effective public relations skills;
- A minimum typing speed of 50 wpm is required;
- Demonstrated proficiency in the use of grammar, spelling, and punctuation in the English language;
- Demonstrated proficiency in the use of computer applications, including use of email, internet, word processors, spreadsheets, and other software such as customized databases and student information systems.
- Effective public relations skills; courteous and helpful reception and inquiry skills when dealing with customers, clients etc.
- Ability to work effectively and cooperatively with College staff, other agencies, and the general public. Maintains client confidentiality at all times.
- Demonstrated secretarial skills including basic bookkeeping, typing, general office procedures, and general knowledge of the use of various types of office equipment.
- Ability to transcribe accurately, relay messages, and correspondence, etc., with a high level of accuracy.
- Ability to multi-task.
- Demonstrated personal responsibility for the performance necessary to achieve individual and / or team goals and objectives.
- Ability to adapt to changing circumstances.
- Ability and willingness to perform position duties remotely. This includes having a dedicated workspace with reliable and sufficient internet connection along with the ability to self-motivate.
- Ability to access files remotely.
- Demonstrated familiarity with the tools and technologies that support working from home.

Other Requirements:

- Valid Driver's license is required.
- Satisfactory Criminal Record Check