

Job Description: Receptionist (Part-time position)

Division: Administration
Reports to: Resident/Retail Services Coordinator
Location: Saskatoon

Job Purpose

As the initial contact point for the organizations this position is responsible for providing a professional, courteous and efficient service to the residents utilizing the services provided by the Administration Centre for Sport, Culture and Recreation. **This position is a part time position from 8:30-3:00, 5 days a week.**

Primary Duties and Responsibilities

1. Provide general reception duties for Saskatoon Administration Centre building:
 - Opening the building daily
 - Maintaining reception area to ensure that at all times it is clean and welcoming
 - Answering incoming calls and directing inquiries to the appropriate association/individual
 - Greet visitors, determine nature and purpose of visit, and direct or escort them to specific destinations; Notify association/individual of arrival of visitor
 - Bookings for boardrooms and on Friday of each week complete the confirmation of boardroom bookings and send out to associations
 - Preparing boardrooms for meetings – consists of tidying, provisions for a coffee service, setting up telephone for conference calls, if required, flip chart paper, etc.
 - Ordering and maintaining an inventory of boardroom coffee supplies
 - Maintaining Daily Meeting Directory Boards
 - Completing month end summary of all charges for boardrooms, copiers, staff postage/phone usage
 - Co-ordinating /ordering meals for various meetings
 - Receiving and sending courier packages
 - Sorting incoming mail from Canada Post
 - Sorting of all incoming faxes and distributing to appropriate association/individual
 - Maintaining fax machine, copiers, front desk printers and ordering of supplies – i.e. change/order toner, paper, etc.
 - Maintaining inventory and records of all security access cards, updating database & signing out temporary cards for meetings
 - Maintaining and tracking inventory of Admin Ctr/SSI Laptops/LCD Projectors
 - Maintaining and ordering stationary supplies for Sask Sport staff members
 - Maintaining and tracking inventory of Sask Lotteries beneficiary materials
 - Maintaining and tracking inventory of Lottery Promotional items, including month end records
 - Petty Cash maintenance
 - Ordering of janitorial supplies, as required
 - Maintaining Admin Centre building master key inventory

- Deposits done semi-monthly, or as needed for Admin Centre, SSI, WCLC-SK Division, KidSport
 - Assist Coaches Association of Saskatchewan with NCCP Coaching Workshops (ie. setup)
 - Other duties as assigned
2. Provide general administrative duties
- Coordination of meetings
 - Inputting data and maintaining databases
 - Creating Word , Excel and mail merge documents
 - Other administrative duties as assigned

Knowledge, Skills, and Abilities

- Demonstrated knowledge and experience in the following areas:
 - Previous reception, facilities and switchboard experience an asset
 - Knowledge of the provincial sport delivery system an asset
 - Experience in the non-profit sector an asset
- Demonstrated skills in the following areas:
 - Communication – verbal, written, reception, and interpersonal
 - Microsoft Word, Excel, PowerPoint and various databases
 - Administration, organization and time management with attention to detail
- Demonstrated abilities in the following areas:
 - Self motivated and enthusiastic
 - Effectively manage a variety of tasks, and be able to adapt to unexpected interruptions and adjustments to priorities throughout the day
 - Work with minimal supervision and also contribute to a team environment

Qualifications and Experience

- High School Diploma or equivalent education and/or training
- 2 years experience in a role that demonstrates the ability to perform the duties required for this position

Working Conditions

- Part-Time – 30 hours per week (8:30 – 3:00, ½ hour lunch)
- Overtime work may be necessary during busy periods

How to Apply

Qualified applicants should send a resume and cover letter outlining how your experience will assist you in this position and **why you are interested in a part-time position to:**

Email (preferred): humanresources@sasksport.sk.ca (please reference position in subject line)

Or

Human Resources
Re: Receptionist
Sask Sport Inc.
1870 Lorne St.
Regina, SK S4P 2L7

Deadline to receive applications is Sunday, March 25, 2018.

Only those selected for an interview will be contacted. Thank-you for your interest in Sask Sport.