

TITLE: RECEPTIONIST/SWITCHBOARD OPERATOR
SECTION: Purchasing
REPORTS TO: Director of Purchasing

#069

SUMMARY

Under the direction of the Director of Purchasing or designate, acts as receptionist at the main entrance of the School Board Administration Offices, operates an electronic switchboard system for the office, and performs a variety of clerical support services.

DUTIES

1. Operates an electronic switchboard and receives and relays messages as necessary.
 2. Functions as a receptionist answering general enquiries and directing visitors and district staff members to appropriate departments within the Board Office and/or District.
 3. Opens, date stamps and distributes incoming mail and issues receipts for incoming funds.
 4. Distributes employee pay cheques on a bi-weekly basis and sorts cancelled cheques.
 5. Receives and maintains job application forms and collects, reviews, forwards and files completed accident report forms.
 6. Administers the Board Office Petty Cash fund.
 7. Maintains the list of the bookings for Board Office board room, conference rooms, and district vehicles.
 8. Provides clerical support to Board Office departments when time permits.
 9. Maintains an inventory of general office supplies for the Board Office and requisitions additional supplies as necessary from the Stores Division.
 10. May on occasion be required to perform other related duties as assigned.
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QUALIFICATIONS

- High school graduation or the equivalent
- Minimum of two years related experience or an equivalent combination of training and experience
- Demonstrated ability to operate an electronic telephone switchboard
- Minimum keyboarding speed of 40 c.w.p.m.
- Excellent communication and interpersonal skills
- Extensive knowledge of District programs, policies, procedures, operations and services
- Ability to work under pressure and to present the appropriate decorum in dealing with a wide variety of outside contacts, the general public and District staff

JE: August 1990
1992.01.28/1994.12.01

School District 68 (Nanaimo-Ladysmith)