

**TEMPORARY**  
**RECEPTIONIST / COMMUNITY USE**  
**COORDINATOR**  
**CATEGORY D - 1.0 FTE – JIM MCCUAIG**  
**EDUCATION CENTRE**

**General Information:**

This position is open for application from external candidates.

**Duties:**

Duties to include general reception duties, including operating the switchboard, answering calls, providing information and assistance, and directing visitors to the Board Office. Coordinating meeting room bookings, updating worksite contact information and receiving deliveries, as well as providing administrative support to Board Office departments including accounting responsibilities. Manage the community use of school's process. Other duties are as per the job description.

**Qualifications**

The successful candidate must possess:

- A one-year college diploma or certificate in General Office Administration or
- a high school diploma with at least two full years of secretarial related training (preferably in an education environment).
- Basic accounting principles, knowledge of MS Office Suite, and voice mail systems are required.
- Excellent communication, time management, organizational and public relations skills are required.
- Other qualifications are as per the job description.

**Committed to the success of every student**

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Lakehead District School Board

## **Required Documents:**

Each candidate shall submit one file in the following order:

- Cover letter
- Resume of qualifications and experience
- Copy of diploma/certificates as required
- Reference check consent form which MUST include **valid e-mail addresses and phone numbers** of a minimum of two (2) references. The reference check consent form can be found at the bottom of careers section of our website <https://www.lakeheadschoools.ca/careers/>. **Application Procedure:**

Email your completed application package to [copehire@lakeheadschoools.ca](mailto:copehire@lakeheadschoools.ca)

**Note: Please submit one complete PDF document. Please do not submit multiple attachments.**

**Application Deadline: Friday, June 9, 2023, at 4:30pm**

*Offer of employment is conditional upon the successful candidates providing a current, original Police Record Check including Vulnerable Sector Screening (dated within the past 6 months). This document **does not need** to be included in your application package.*

*Lakehead District School Board is committed to equity in employment. We provide reasonable accommodation at any point throughout the recruitment process. If you require accommodation, please contact Human Resources at [accommodation@lakeheadschoools.ca](mailto:accommodation@lakeheadschoools.ca) so that appropriate arrangements may be made.*

*Selected applicants will be invited to participate in the interview process and only those candidates will be contacted.*

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