



## Part Time Front Desk Receptionist Bartley Residence

### Do you have excellent communication skills?

- Flexible hours to work with your schedule throughout the academic year
- Start Date: August 17, 2020
- End Date: April 30, 2021

### Duties

- Interact with students, staff, conference guests, visitors, contractors, and the general public and provide information
- Distribute and collect keys from students, conference guests, contractors and housekeeping staff as required
- Answer the phone and take messages for students, conference guests and other staff members as required
- Transfer calls/inquires to appropriate offices within the department or University
- Reconcile the front desk cash
- Assist students with work orders
- Distribute supplies and manage recreational items that are available to be loaned out
- Process letter mail and parcels
- Help with assessment of the condition of residence rooms prior to student arrivals and upon departure

### Required Qualifications

- Proficient knowledge of PC computers and the following programs: email, internet, Word, Excel
- Ability to follow policies and procedures as well as written and verbal instruction
- Ability to work unsupervised and maintain professionalism at all times
- Good organizational skills
- Good time management skills

Part time staff are required to work a 10:00pm-2:00am closing shift at least once per week. Your class schedule is considered when scheduling this shift.

*Please send your resume and cover letter to: [resops@lakeheadu.ca](mailto:resops@lakeheadu.ca)  
by Wednesday, March 25, 2020 at 4:00pm.*