



Part Time Receptionist – Bartley Front Desk

- Start Date: August 14, 2023
 - End Date: May 3, 2024
 - Shifts Available: Weekends (various shifts between 10am & 11pm)
Weekday Break Coverages (12-1pm & 7-8pm)
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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
- Assist with monthly key inventory and other duties assigned by full-time receptionist

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

Please send your resume and cover letter to: resops@lakeheadu.ca