

#86651

**M.A.N.T.E. STAFF JOB DESCRIPTIONS**

**POSITION:** RECEPTIONIST

**REPORTS TO:** Superintendent or designate

**SUPERVISES:** N/A

**JOB SUMMARY:** Performs all functions necessary to appropriately receive and channel all Division requests for information and services.

**DUTIES AND RESPONSIBILITIES:**

- Responds to telephone and in-person inquiries and contacts others with information;
- Liaises with maintenance staff through division radio;
- Assists in collecting fees and payments;
- Assists in typing, photocopying, and distribution of mail;
- Schedules activities, functions, room bookings, meetings, equipment, etc.;
- Provides guidance and mentoring to replacement reception staff;
- Performs other related duties as assigned or as required.

ADOPTED	REVIEWED	REVISED	PAGE
29/Aug/94		09/Jan/24	1 of 2
		Motion 01-02-24	

**QUALIFICATIONS:**

- High school diploma plus related administrative course work;
- Excellent computer and keyboarding skills;
- 1-2 years related experience;
- Demonstrated ability to communicate effectively with all levels of staff and the public and to handle confidential information;
- An equivalent combination of education and experience may be acceptable to the Division

ADOPTED	REVIEWED	REVISED	PAGE
29/Aug/94		09/Jan/24	2 of 2
		Motion 01-02-24	