

URBAN CIRCLE TRAINING CENTRE

NOW HIRING

RECEPTIONIST

TERM POSITION: APRIL 7TH 2025-MAY 4TH 2026

FULL TIME MONDAY-FRIDAY 8:15-4:15

APPLY BEFORE: MARCH 26TH 2025



KEY RESPONSIBILITIES:

- Telephone & Reception Duties
- Greet Students/Staff/ Visitors
- Log Incoming/Outgoing Mail
- Maintain Tidy Area/Building
- Assist Staff/Students
- Keep inventory of supplies
- Perform clerical receptionist duties such as filing, photocopying, transcribing and faxing
- Create/Distribute Posters
- Create/Update Recruitment Contact list
- Ensure meeting spaces are prepared and well equipped for use
- Other duties as requested

QUALIFICATIONS:

- Communication Skills
- Interpersonal Communication
- Organized
- Hands-on experience with office equipment
- Multi-Tasking
- Customer Service
- Friendly Demeanor
- Problem Solving Skills
- Basic Computer Experience
- Ability to provide Criminal record, Adult abuse, & Child abuse Checks



**PLEASE FORWARD COVER LETTER, RESUME
AND 2 REFERENCES BY EMAIL TO:**

Haven Stumpf

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