

RECEPTION RESONSIBILITIES AND DUTIES

- 1.0 Manage the division office telephone and facsimile systems.
 - 1.1 Answer incoming calls, relaying information or transferring calls as appropriate.
 - 1.2 Train new staff on the use of the telephone and facsimile system.
 - 1.3 Monitor the operation of the hardware and report deficiencies to supervisor.
 - 1.4 Maintain current copies of provincial and regional telephone books
- 2.0 Act as receptionist.
 - 2.1 Greet visitors (staff, students, public) in a courteous manner, answering inquiries or directing them to other staff.
 - 2.2 Maintain a well-organized and comfortable reception area.
 - 2.3 Maintain boardroom meeting schedule and resolve scheduling conflicts.
 - 2.4 Maintain locator board for senior administrators and itinerant personnel.
 - 2.5 Maintain meeting calendar for senior administrators and trustees.
 - 2.6 Maintain and distribute monthly school calendar to media.
 - 2.7 Distribute schedules for itinerant staff to senior administrators and all schools.
- 3.0 Assume responsibility for mail.
 - 3.1 Receive all incoming mail (including electronic mail messages), open, date stamp and sort it according to established procedures.
 - 3.2 Receive all incoming deliveries, open, sign off applicable purchase order(s) and distribute goods.
 - 3.3 Sort and prepare all outgoing mail daily for delivery by post office, electronic, facsimile or internal mail distribution system and ensure delivery of outgoing post office mail to collection site daily.
 - 3.4 Monitor the postage meter and keep accurate accounting of all postage spent.
 - 3.5 Arrange private courier and bus delivery as required.
- 4.0 Manage the photocopier(s)
 - 4.1 Monitor the operation of the photocopier and report malfunctions directly to the vendor. Order toner supplies as required.
 - 4.2 Train and assist office staff in the use of the photocopier.
 - 4.3 Collect copier readings for all division copiers on a monthly basis.