



## Employment Opportunity

### Administrative Assistant/Receptionist

**Job Title:** Administrative Assistant/  
Receptionist

**Department:** Yellowquill University College

**Location:** Winnipeg

**Hours:** Contract

**Reports To:** Director of YQUC

**Application Deadline:** Aug. 9, 2021

#### POSITION SUMMARY:

Yellowquill University College is looking to fill the position of Administrative Assistant/Receptionist, who will be to provide a wide range of comprehensive administrative support functions and clerical services to the staff of Yellowquill University College. As the Administrative Assistant/Receptionist, you will be the first point of contact for the institution, so it is imperative to make a professional impression both in appearance and communication. A primary requisite of this position is excellent attendance and punctuality. You will be required to welcome guest and greet people who visit or require assistance, provide prompt and accurate service on all calls in a courteous manner, and coordinate front-desk activities, including distributing correspondence and redirecting phone calls. Administrative Assistant/Receptionist will report directly to the Director of Yellowquill University College.

#### TERMS OF REFERENCE:

The Administrative Assistant for the Special Projects Department will assist, develop, organize, and research content and instructional resources for the Special Projects and Workshop department. This Special Projects Department is aimed to provide educational programs and workshops to businesses, organizations and communities.

#### DUTIES & RESPONSIBILITIES:

- Organize and schedule meetings; record, create draft, and present the minutes of meetings.
- Carry out administrative duties such as filing, typing, copying, binding, scanning, ordering, maintain financial docs, etc.
- Maintain contact lists and follow communication processes.
- Distribute correspondence memos, letters, group emails, etc.
- Assist in the preparation and presentation of reports and project materials.
- Administer and assist in the process of applications and program assistants.
- Assist with filing and organization in the student records department.
- Excellent communication and interpersonal skills, including the ability to work in a team environment.
- Make arrangements for meetings, gatherings, classes, and workshops using distance and in-person methods.

- Handle sensitive information in a confidential manner.
- Ability to work independently with minimal supervision.
- Must be able to work well under pressure, multi-task, and meet deadlines.
- Ability to work flexible hours when necessary.
- Ability to understand and carry out oral and written instructions.
- Hands-on experience with office equipment (e.g. fax machines and printers).
- Excellent organizational skills.
- Positive, approachable customer service skills.
- Other duties as assigned.

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- High school diploma or equivalent; college certificate or diploma in administration preferred.
- Proven administrative experience.
- Knowledge of office management systems and procedures.
- Excellent time management skills, and the ability to multi-task and prioritize work.
- Accurate typing speed of 60 wpm and knowledge of general office procedures, practices and office equipment operations.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational and planning skills.
- Proficient in MS Office.
- References from past employers relevant to the position.

#### **CONDITIONS OF EMPLOYMENT**

- Valid Manitoba Drivers License
- Access to a reliable vehicle
- Ability to travel when required

**Deadline for applications is Aug. 9, 2021**

Resumes and two letters of reference should be mailed or emailed to:

Courtney Penner  
 Assistant Director, Yellowquill University College  
 480 Madison Street  
 Winnipeg, Manitoba R2J 1J1  
[courtney@yellowquill.org](mailto:courtney@yellowquill.org)