



JOB POSTING RECEPTIONIST

The Memorial University of Newfoundland Students' Union (MUNSU) seeks a temporary Receptionist to staff the reception area of the General Office.

The Memorial University of Newfoundland Students' Union represents 13,000 undergraduate students studying at the St. John's campus of Memorial University of Newfoundland. MUNSU is a not-for-profit organization that advocates for students through campaigns and lobbying and provides services and programming for members.

This position is responsible for the day-to-day administrative functions of the general office of the Students' Union. This includes directing inquiries at the front desk, handling correspondence and phone calls, and assisting with the health & dental plan.

Salary: Receptionist position step-1 (\$18.08/hour) plus benefits (as per CUPE 4554 collective agreement).

Responsibilities

- Opening and closing of general office daily;
- Receiving and directing phone calls;
- Responding to general inquiries, including health and dental plan inquiries from the student population, general public and other university departments in person, by phone and by written correspondence;
- Assist student groups and those seeking to establish new societies; processing funding and grant applications; room booking and other student activities for clubs, societies and centres;
- Perform general tasks such as photocopying, faxing, ordering supplies, etc.;
- Maintaining the daily cash transactions of the general office. Receiving and recording payments and issuing receipt of various services offered through our organization;
- The position will also assist other staff and executive with additional tasks as required.

Qualifications / Experience

- Graduation from High School supplemented with a Diploma from a recognized college or institute in Secretarial or Office Procedures or any equivalent combination of experience and training;
- One (1) to three (3) years experience in an office environment;
- Must be familiar with all modern office equipment and fast paced environment;
- Proficient with Microsoft Office, Gmail, and computerized booking systems;
- Experience with Simply Accounting;
- Must have the ability to communicate effectively with staff and students.

Complete job description available upon request.

Contract duration: Temporary position until December 31, 2017.

Start date: Immediately

Hours of work: 11:30 am – 4:30 pm

The MUN Students' Union is an employment equity employer. Applications from all qualified candidates are welcome; in particular, applications are encouraged from racialised people, Aboriginal people, people with disabilities, queer and trans people, and women.

Applications shall be submitted in writing to MUNSU no later than Monday, **August 21 at 4:00 P.M.** Only those candidates contacted for an interview will be notified.

MUNSU is pleased to provide a unionized environment under CUPE Local 4554, and intends for this position to be unionized.

Please contact finance@munsu.ca for more information.

To apply, please submit the following:

- a) an up-to-date resume with references
- b) an up-to-date cover letter

Submit to:

Sophia Solomon

finance@munsu.ca

MUNSU General Office Room 2000,
Smallwood Centre, MUN, St. John's, NL A1C 5S7

