



## **Job Posting** Secretary-Receptionist

Permanent Full-Time

### **Description**

Reporting to the administration office and working with minimum supervision, the secretary-receptionist will be responsible for a variety of secretarial and administrative duties, such as maintaining confidential files and databases.

### **Duties and Responsibilities**

Duties include the provision of secretarial and receptionist services such as word processing, filing, photocopying, mail distribution, appointment scheduling, purchase orders, ensuring inventory control and welcoming clients and visitors.

### **Requirements**

Qualifications include good communication skills, organisational skills, secretarial and computer skills including experience with Word, Excel, Internet, email, and related work experience. The ability to work in French is essential.

### **Wage Rate**

The position is unionized and paid according to category two of the current collective agreement.

Applications are to be sent to Paul Laverdure, [plaverdure@usudbury.ca](mailto:plaverdure@usudbury.ca) by May 15, 2023.

*Only those selected for an interview will be contacted.*

*The University of Sudbury is committed to equity in employment and encourages applications from all qualified applicants including women, Indigenous people, members of visible minorities, and persons with disabilities.*