



ST. MARY'S ACADEMY

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ST. MARY'S ACADEMY IS A GRADES 7-12 CATHOLIC GIRLS' SCHOOL IN THE TRADITION OF THE SISTERS OF THE HOLY NAMES OF JESUS AND MARY.

Employment Opportunity Receptionist

Start Date: November 2, 2026, or sooner

Employment Opportunities: This is a full-time, 37.5 hours per week, 11 months per year position.

The incumbent is expected to utilize all vacation during Christmas Break and Spring Break.

Reporting to the Executive Assistant to the President, the Receptionist is responsible for reception/client services and administration duties.

Duties and Responsibilities

Reception/Client Services

- Serves as the primary point of contact for students, staff, families, visitors and community members, providing professional, welcoming and responsive front-line service.
- Welcomes and assists visitors while following guest sign-in protocols, determines the nature of their inquiry, and directs them to the appropriate individual or department.
- Monitors security cameras and front entrance activity to support campus safety, security and appropriate visitor access.
- Answers and directs incoming calls through the multi-line telephone system and responds to or forwards messages in a timely and professional manner.

Administration

- Receives, sorts, meters and distributes incoming and outgoing mail
- Coordinates incoming and outgoing courier services, deliveries and packages, ensuring appropriate individuals or departments are notified.
- Provides general administrative and clerical support, including data entry, document preparation, laminating, copying, organizing mailings and other office support activities.
- Performs other duties as required, which may include but not limited to student reception coordination, and training, student parking administration.

Role Specific Competencies, Qualifications and Requirements

- Experience providing professional front-line reception, administrative or customer service support.
- Strong interpersonal skills, verbal, and written communication skills.
- Proficiency with Microsoft Office 365, including Outlook, Word, and Excel.
- Ability to manage multiple priorities and interruptions.

How to Apply

Interested candidates are asked to email cover letter and résumé to the Executive Assistant at ndannenberg@smamb.ca

Application Deadline

Open until filled. Applications will be reviewed on an ongoing basis until the position is filled. Interviews will commence upon receipt of applications

We welcome and encourage all inquiries and interests as we are looking for teaching and learning professionals to join the Academy. Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. All applicants are thanked for their interest; those being considered will be contacted. All applications will be held in confidence.

A community of learning, faith and service