

# Full-Time Receptionist

## St. Paul's High School



### Description

- Full-time
- August 18, 2025 – June 30, 2026, Monday–Friday, 7:30AM–3:30PM

### Qualifications

- 1–3 years of experience in a receptionist or administrative support role.
- Familiarity with educational administration; knowledge of Catholic education is an asset.
- Strong interpersonal and communication skills with the ability to engage effectively with students, parents, faculty, staff, and visitors.
- Excellent organizational skills with the ability to manage multiple tasks and prioritize effectively.
- Proficient with Microsoft Office; experience with PowerSchool and other web-based applications is an asset.
- Ability to thrive in a fast-paced, high-demand work environment.
- Strong problem-solving skills and attention to detail.

*Applicants may request reasonable accommodations related to the materials or activities used throughout the selection process. When applying to this position, please indicate the position title in the subject line of your email. Your cover letter, résumé, and application must clearly demonstrate how you meet the qualifications for this position.*

**Apply by submitting a cover letter and résumé to:**

**[apply@stpauls.mb.ca](mailto:apply@stpauls.mb.ca)**

**Applications will be accepted until the position is filled.**

*Only those applicants to be interviewed will be contacted.*

*Interviews will take place during the day on Wednesday, August 6<sup>th</sup>.*

*Interview candidates will be required to provide three professional references at the time of the interview.*

**Educating Men for Others Since 1926**

*Ad Majorem Dei Gloriam*



# St. Paul's High School

## Position Profile: Receptionist

**Reports to:** Executive Assistant to the Principal

### **Position Purpose:**

The Receptionist serves as the first point of contact for students, parents, visitors, vendors, and other stakeholders—both in person, by telephone, and by email—providing a welcoming presence and administrative support to ensure the smooth operation of the front office.

### **Key Responsibilities:**

- Greet and assist visitors, respond to inquiries, answer and redirect telephone calls, take messages, and make pages as required.
- Support the Vice Principal, Students (VPS) with attendance tracking, including issuing late and absence passes, communicating with parents regarding student illness, and coordinating student pick-up.
- Maintain accurate attendance records for fire drills and emergency procedures.
- Issue dress code slips and maintain related records for the VPS.
- Receive and track student forms.
- Maintain and update email group lists; distribute group messages as needed.
- Handle incoming and outgoing mail, including sorting, date stamping, distributing, and preparing mail for postal delivery.
- Assist with mass mail-outs.
- Manage fax correspondence and maintain records.
- Oversee postage meter operations, including tracking usage and supplies.
- Recruit, train, and schedule student workers for the front desk during after-school hours and special events.
- Perform general administrative tasks to support front office operations.
- Update student information in PowerSchool and distribute updates to staff.
- Manage visitor sign-in procedures and issue visitor passes.
- Dispense over-the-counter medication to students with parental consent.

### **Education/Training:**

- High School diploma or equivalent, supplemented by training in administration, database management, or computer applications.

### **Experience:**

- 1–3 years of experience as a receptionist or in an administrative role, preferably in an educational setting.
- Proficiency with Microsoft Office, Excel, and internet-based applications.
- Experience providing customer service.
- Demonstrated ability to handle confidential and sensitive information with discretion.

### **Knowledge, Skills, and Abilities:**

- General understanding of educational administration; familiarity with Catholic education is an asset.
- Strong interpersonal and communication skills; ability to interact effectively with students, parents, faculty, and visitors.
- Excellent organizational skills with the ability to manage multiple tasks efficiently.
- Ability to work effectively in a fast-paced, high-intensity environment.
- Strong problem-solving abilities and attention to detail.



# ST. PAUL'S HIGH SCHOOL

— JESUIT —

## Mission

St. Paul's High School is missioned by the Canadian Jesuits to educate students as whole persons to become men for others and so assist the Church in building the Kingdom of God.

## Vision

St. Paul's High School, an exceptional post-secondary preparatory school, fosters excellence for the greater glory of God. We champion diversity, inclusivity and financial accessibility. Guided by faith, our graduates will be critical thinkers, compassionate and committed to lifelong learning and service. As alumni, they will thrive in their chosen paths, leading the world towards a hope-filled future.

## Values

We believe educating the whole person means developing a community of faith and the pursuit of excellence where all members are committed to ongoing development in the following characteristics:

*We are*

### OPEN TO GROWTH

We care for our spiritual, emotional, mental, social and physical wellbeing. We reflect on experiences and embrace challenges as opportunities for continuous growth.

*We are*

### INTELLECTUALLY COMPETENT

We foster intellectual growth, aligning with Ignatian values to develop critical thinking, digital fluency and global awareness. This foundation prepares us for excellence in post-secondary learning and shapes us into responsible citizens ready to make meaningful contributions.

*We are*

### RELIGIOUS

We deepen our faith through Catholic, Ignatian teachings. We embrace prayer, sacraments and service to transform ourselves and our community. Our commitment to reflection and discernment guides our actions. Through interfaith dialogue, we respect and learn from various religious traditions, enriching our own spirituality.

*We are*

### LOVING

We nurture relationships grounded in empathy and mutual understanding, caring for each person wholly (known as cura personalis), respecting their dignity as creations in God's image. This comprehensive care, embracing both individual and collective wellbeing, extends to our stewardship for all creation.

*We are*

### COMMITTED TO JUSTICE

We commit to social justice and service, informed by Catholic teachings and the principles of equity, solidarity, reconciliation and the dignity of every human being. We strive for a just and compassionate society.