

The Students' Association of Mount Royal University (SAMRU) is a medium-sized, student-focused, non-profit organization. SAMRU is currently seeking an energetic and committed professional to complement our outstanding staff team. This is a permanent, full-time position.

### **Receptionist**

The Receptionist is responsible for staffing the main reception area, answering phone and walk-in enquiries, maintaining the office supply inventory, maintaining a file archive database, and performing various other administrative job duties.

The successful candidate should possess:

- Excellent customer service skills;
- Excellent oral and written communication skills;
- Very strong inter-personal skills;
- Comprehensive MS Office experience
- An ability to work independently as well as with a team; and
- Non-profit experience would be considered an asset.

The salary for this position is \$1041.66 gross semi-monthly with excellent benefits. The successful candidate must be able to work core office hours of 8:30 to 4:30, Monday to Friday.

**Candidates are invited to submit their resume by Monday August 9, 2010 at 4:30 pm to John Hadley at:**

- **E-mail: [j.hadley@samru.ca](mailto:j.hadley@samru.ca)**

**No telephone inquiries please. Only those candidates selected for an interview will be contacted.**

*We are the collective voice of our members*

*We create change through advocacy*

*We inspire growth through engagement*

*We serve students to help them succeed*

**For more information about our organization, please visit our web site at: [www.samru.ca](http://www.samru.ca)**