

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, managing the campus lost and found services, 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 \$37,500 annually with excellent benefits. The successful candidate must be able to work core office hours of 8:30 am to 4:30 pm, Monday to Friday.

Candidates are invited to submit their resume by 4:00 pm on Friday, May 3rd, 2019 to Lisa Antichow at hr@samru.ca.

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

We represent and serve students to help them succeed

For more information about our organization, please visit our web site at: www.samru.ca