



# PEACE CHRISTIAN SCHOOL

*Preparing caring students*

P.O. Box 2050  
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Chetwynd, BC V0C 1J0  
(250) 788-2044  
[www.peacechristianschool.ca](http://www.peacechristianschool.ca)

## Receptionist Needed

Peace Christian School is looking for a part-time receptionist for the 2020/2021 school year. The ideal individual is required to assist in supporting all members of our school family and whose values reflect the values of the school.

### **Description:**

The School Receptionist is the first point of call for visitors to the school, parents, staff and children. As the 'face' of the school the receptionist should be welcoming, personable, helpful and able to represent Peace Christian School in a professional and friendly manner. In addition it is essential that the person for this role is organized, able to multitask, work flexibly and have a 'can do' approach to work, as no two days are the same. The receptionist is also required to assist the principal, treasurer/registrar and teachers with various administrative tasks, requiring a good level of IT skills and organization.

### **Preferred Qualifications/Skills:**

- Previous experience as a receptionist
- A good level of computer/IT skills including word/excel
- Experience of using databases
- Excellent organizational skills and ability to prioritize workload
- Excellent interpersonal and communication skills, in person, telephone and written
- Ability to work independently and as part of a team
- Excellent customer service skills, with the ability to use discretion, patience, tact and respect for confidentiality

### **Schedule:**

Starting August 24, 2020  
Part-time hours during school days  
Exact days and hours to be determined

### **Contact:**

To apply, please email resume to Kristin Atherton at [katherton@peacechristianschool.ca](mailto:katherton@peacechristianschool.ca)