



The world needs great women...it starts at The Study. Founded 1915, and recognized as one of Canada's premier girls' schools, The Study actively fosters the development of character, confidence and visionary thinking. Dedicated teachers and staff offer a stimulating bilingual environment to students from Kindergarten to Grade 11.

Receptionist – Full Time

Position Overview

The Study is looking for an outgoing professional to welcome guests entering the school. The successful candidate will manage day-to-day reception duties, such as answering phones, replying to queries, greeting employees, students, visitors and vendors and provide administrative support to the main office as required.

Essential Qualifications

- Excellent interpersonal, communication, and customer service skills
- Fully bilingual (spoken and written)
- Knowledge of general office practices, procedures and standards
- Undergraduate degree would be ideal

Key Responsibilities

- Answers calls and general inquiries (in person, over the phone and via email)
- Receives, greets and directs visitors in a pleasant and professional manner
- Ensures all visitors sign in and out and are tagged with visitor's badge
- Maintains the attendance database and signs students in and out
- Completes routine clerical duties as required

Required Competencies and Experience

- 2 years related administrative experience
- Ability to work with minimal supervision
- Ability to exercise tact and diplomacy in dealing with internal and external contacts
- Good organization and time management skills
- Ability to maintain confidentiality
- Good computer skills, proficient with Microsoft Office tools including Word and Excel
- Database experience would be an asset

If interested in pursuing an opportunity please forward your letter of interest, curriculum vitae and references to: careers@thestudy.qc.ca or The Study, 3233 The Boulevard, Westmount, Quebec, H3Y1S4. We thank all candidates in advance. However, only those selected for an interview will be contacted.