



*A premier Montreal institution since 1909, Lower Canada College (LCC) is a gender-inclusive day school for students from kindergarten to grade 12 with a strong reputation for preparing students for entrance to prestigious universities across the world. One of only three Quebec high schools to offer a pre-university grade 12 program, LCC is also the only English high school in Quebec to offer a two-year International Baccalaureate Diploma Program (IB DP). Located on a beautiful seven-acre campus in the heart of Montreal's Monkland Village, LCC draws students from nearly every continent of the world. LCC's enriched educational program consists of academic, co-curricular, and service opportunities that position students to explore and discover their true potential throughout their educational journey.*

*The school invites applications for the following position:*

***Position Title:      School Receptionist***

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Position Group:      Staff  
Status:                Full Time, permanent position  
  
Start date:            January 2024

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The School Reception is run as a two-person team. The schedule for this role is from Monday-Friday from 8:00 am – 4:30 pm daily.

**Specific responsibilities include:**

- Office reception – providing information regarding the operation of the school by phone, email or in person.
- Greeting and logging and directing guests.
- Answering phone calls and directing accordingly.
- Daily incoming/outgoing mail distribution
- Emergency response responsibilities (maintenance of emergency bag, lists, supplies)
- Assists in maintaining a secure environment at the main school entrance.
- Manages student attendance records.
- Direct late arrival and early dismissals accordingly.
- Maintains staff lists and staff attendance records daily.
- Liaison with the Finance office (AP & AR)
- Purchasing and distributing office supplies teachers and support staff.
- Maintaining office supplies inventory.
- Create, file, and organize various school documents including Student health forms, permission slips, etc.
- May be requested to provide clerical support to other departments if needed.
- Maintains a positive team environment with other receptionist and provides back up support when needed.



### **Qualifications:**

- Completed a recognized 2-year administrative program or 5 or more years of administrative experience in a school setting
- Proficient in word processing functions in both Microsoft and Google platforms
- Exceptional interpersonal, communication and organizational skills
- Exceptional communications skills (verbal and written) in both English and French
- High level of integrity with respect to confidentiality
- Strong sense of personal and business integrity
- Committed to ethical business behavior

### **School-Wide Core Values**

***Professionalism, Continuous Growth, Passion/Excellence, Collaboration/Communication and Respect & Empathy***

### **How to Apply**

Please submit your cover letter and your CV via our online form at [www.lcc.ca/careers](http://www.lcc.ca/careers). The closing for this role is **December 17<sup>th</sup>, 2023, at 5pm.**

Details about school life can be found at [www.lcc.ca](http://www.lcc.ca).

We thank all applicants but regret that only those shortlisted will be contacted.

LCC has an employment equity program.