



### Summer Student Employment Office Receptionist/Admin

UnBQ is looking for a reliable returning Post-Secondary/University Student for an 8-week Summer Student position starting July 2 to August 26, 2024.

The candidate is responsible for carrying out the routine administration duties at University Blue Quills. Duties include:

- Cover reception, answering phone, entering incoming & outgoing mail, dropping off mail and assisting public in a respectable manner, etc.;
- General administrative tasks on a daily basis.
- Scanning documents, filing, typing for staff, faxing and photocopying;
- Assist in the different departments with administration duties.

#### Requirements:

- Is between 18 and 30 years of age;
- Was registered as a full-time student during the preceding academic year at a Post-Secondary Institute or University and a returning student on a full-time basis fall 2024;
- Computer skills (i.e. word, excel, power point);
- Excellent communication skills;
- Very effective organization skills;
- Ability to work independently or as a team player.

**Posted: June 08, 2024**

**Closing: June 22, 2024** Please submit resumes to: Sheila Poitras, Executive Assistant Blue Quills Box 279, St. Paul, AB T0A 3A0 Fax (780)645-5215/Email [sheilap@bluequills.ca](mailto:sheilap@bluequills.ca).