

<b>DIVISION/DEPARTMENT:</b>	<b>Alberta and Northwest Territories Branch</b>	<b>LOCATION:</b>	<b>Edmonton</b>
<b>JOB TITLE:</b>	<b>Service Assistant</b>		
<b>REPORTS TO:</b>	<b>Member Relations Manager</b>		

<b>LEVEL/GRADE:</b>	<b>TYPE OF POSITION:</b>	<b>HOURS:</b>	<b>SALARY RANGE:</b>	<b>APPLICATION DEADLINE:</b>
Support Staff	Part Time Term Employment - up to 1 year	Up to 36.25 hours per week	\$18.86 per hour to \$24.10 per hour	July 20, 2022

**GENERAL DESCRIPTION:**

The Lifesaving Society Alberta and the Northwest Territories Branch is searching for a reliable and task-oriented Receptionist. The Receptionist will work answer and direct calls, support walk-in requests, process orders, and support with general administrative functions. The ideal candidate has strong English skills (French is an asset), reliable, professional, and capable of managing their work load and prioritizing tasks in a fast-paced corporate environment.

**RESPONSIBILITIES**

- Answer and direct phone calls
- Manage and respond to email requests
- Support walk-in requests
- Receive packages / Arrange for shipping
- Collect the mail
- Mail letters, parcels, and other products
- Unpack and store goods in appropriate storage areas
- Maintain internal record-keeping systems
- Support printing of materials
- Maintain a clean and organized workspace
- Maintain an organized filing system of paper and electronic documents
- Support day-to-day operations
- Perform work in a safe manner meeting Occupational Health and Safety requirements and follow Standard Operating Procedures

**QUALIFICATIONS**

- Must be at least 18 years of age
- High School Diploma
- Clear Police Information Check
- Knowledge of Lifesaving Society programs and services would be an asset

**SKILLS**

- Friendly and professional demeanor
- Strong customer service skills

- Good interpersonal skills
- High degree of organization and prioritization Skills
- Good Written Communication Skills
- Functioning knowledge of Microsoft Office

**PRE-EMPLOYMENT REQUIREMENTS**

- Police Information Check

**NATURE OF WORK**

- Sedentary
- Occasional lifting of boxes and materials up to 50 lbs
- Use of office equipment and computers
- Manage multiple requests and situations at one time with tight deadlines and frequent interruptions

Please forward any inquiries or your application to:

Kelly Carter, Chief Executive Officer  
Lifesaving Society Alberta and Northwest Territories  
13123–156 Street  
Edmonton, AB T5V 1V2  
Phone: 780-415-1755  
[careers@lifesaving.org](mailto:careers@lifesaving.org)

The Lifesaving Society - Canada's lifeguarding expert - is a charitable organization working to prevent drowning and water-related injury through its training programs, Water Smart® public education, water- incident research, safety management services and lifesaving sport. Annually, more than 1,200,000 Canadians participate in the Society's swimming, lifesaving, lifeguard and leadership training courses