



Receptionist

Full-Time Permeant

Specialized Programs and Services to Support the Development of Young Children

We're hiring and recruiting top talent! Providence is a vibrant, registered charity with a long-established history of providing therapeutic and educational services to families across our 7 schools, and childcare facilities in Calgary and surrounding area. Providence is proud to be part of a diverse education system that fosters innovation, strengthens communities, and ensures every child has a place to learn and thrive. Providence provides the opportunity to enhance the health and development of children and their families.

We are seeking a friendly, professional, and detail-oriented **Receptionist** to join our team at our Windsor Park location. As the first point of contact for families and visitors, the Receptionist plays a key role in supporting our school community. The position requires working on-site from 8 am to 4 pm, Monday to Friday, with an immediate start date. This is a 10-month position ending June 25, 2027, in accordance with the school calendar.

As a condition of Providence, all staff must be vaccinated against COVID-19 and provide valid police check with a vulnerable sector screening.

Position Summary:

The **Receptionist** will work closely with the Manager of Administrative Services and school secretary. They will respond to requests for information from staff, students, parents, and members of the public. This position will include provision of administrative and clerical support. The role requires working collaboratively with team members in a diverse program atmosphere as well as managing highly confidential information with discretion.

We offer:

- Competitive salary range.
- Comprehensive health and dental benefits package, optional RRSP, wellness days, appointment time and paid sick time. Employee Assistance Plan.
- Accrued vacation time in addition to paid time off during winter break and spring break.
- Free onsite parking.
- Professional development allowance for ongoing learning and career advancement.

The ideal candidate:

- Strong knowledge of office /records management
- Ability to multitask and work with continuous interruptions
- Strong time management, prioritization, multitasking and organizational skills
- Strong interpersonal and strong verbal, listening and written communication skills combined with the ability to speak with confidence
- Ability and success in building productive relationships with co-workers, staff and other internal and external stakeholders
- Professionalism, tact, courtesy and diplomacy skills
- Ability to deal with sensitive and discretionary matters and maintain strict confidentiality

Responsibilities Include:

- Greet guests, visitors, and staff with a friendly demeanor, ensuring positive phone etiquette and addressing any questions or concerns from callers.
- Serve as a central information point to the public, students and staff regarding school-related matters and procedures.
- Work in an online student database system to maintain student records, upload documents, and help manage information and data.
- Maintain reception area and all common areas in a clean and tidy manner at all times.
- Operate standard office equipment on a regular basis, including a fax machine, copy machine, and a computer.
- Keep detailed and accurate records of visitor requests and calls received.
- Create and keep current all schedules, calendars, class lists, program documents for the organization.
- Assist other administrative staff with overflow work, including data entry and research as needed.
- Receive deliveries; sort and distribute incoming mail.

Qualifications:

- Minimum of 2 years of experience in a receptionist, administrative, or office support role.
- Certificate or diploma in Office Administration, Business Administration, or a related field is considered an asset.
- Demonstrated punctuality, dependability, and professionalism.
- Proficient in Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint.
- Strong verbal and written communication skills with a customer-service-focused approach.
- Excellent organizational abilities, including effective time management and attention to detail.
- Ability to manage multiple tasks, prioritize responsibilities, and maintain accuracy in a fast-paced environment.
- Strong interpersonal skills with the ability to work collaboratively as part of a team.
- Previous experience in a school, educational, or front-office environment is preferred.
- Ability to maintain confidentiality and handle sensitive information with discretion.

Please submit your resume via email to the Human Resources Team at: hr@providencechildren.com

Providence is committed to fostering an equitable, diverse, and inclusive workplace. We welcome applications from all qualified candidates which includes but not limited to; visible minorities, Indigenous peoples, persons with disabilities and persons of any sexual orientation or gender identity.

Providence acknowledges that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 6, 7, and 8 and the Six Regions of the Métis Nation of Alberta. We acknowledge the many First Nations, Métis and Inuit who have lived in and cared for these lands for generations. We make this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.

Learn more about us at: www.providencechildren.com