



**Villa Maria is looking for a Receptionist
for a full-time position**

Villa Maria is a private co-ed school providing secondary education in English and French to more than 1850 students in a unique bilingual environment. In a constantly changing world, our school advocates personalized support in a stimulating environment. Students of both languages of instruction get to experience a bilingual learning environment. By harnessing technology for the service of education, we inspire our students with a pedagogical approach that's innovative, effective, and student-centered.

Our mission:

We help our students develop and achieve their full potential, preparing them to be citizens of the world with the ability to meet the challenges of tomorrow's labor market.

The Opportunity:

Be part of a team who evolves and collaborates in an innovative bilingual environment where people remain at the center of our concerns and where everyone's efforts come together to create a quality learning environment for our student community. A career at Villa Maria means working at a renowned college that values diversity, inclusion and self-fulfillment.

As a Receptionist, your main responsibilities are :

- Welcome visitors and ensure quality customer service with parents and students, in person, online or by telephone;
- Ensure compliance with visitor protocol and prepare any relevant reports or follow-up documents;
- Handle telephone calls, answer queries, provide general information or refer to appropriate services;
- Assist the Admissions, School Organization, Finance and Human Resources team by performing various administrative tasks, such as data entry, registration follow-up, tuition payment, etc. ;
- Maintain class and other files and registers, as required;
- Handles postal mail, e-mails and deliveries and sees to their distribution; assists in processing and verifying purchase orders;
- Participates in the drafting, revision, improvement and translation of documents, texts and short presentations, with a concern for clarity and quality;
- Photocopy documents as required;
- Any other related duties as requested.



The colleague we are looking for has:

- A Diploma of Professional Studies (DEP) in secretarial studies or a Diploma of Collegial Studies (DEC) in office automation techniques, office work coordination option.
- If your studies were completed outside Quebec, attach your comparative evaluation of studies completed outside Quebec issued by the Ministère de l'Immigration, de la francisation et de l'intégration.
- Minimum of one (1) year's experience in a similar position.
- Excellent fluency in French and English, both spoken and written.
- Demonstrated proficiency in Microsoft Office Suite (Word, Excel, Powerpoint, Outlook).
- Knowledge of COBA and Charlemagne educational management software and MÉQ info-sanction, is an asset.
- Demonstrated communication skills and an excellent sense of customer service and teamwork.
- Diplomacy, discretion, thoroughness and attention to detail.

Why choose us as an employer?

- Hourly salary according to the French public sector salary scale office agent class 2: \$23,67 to \$24,68 depending on experience
- Group insurance plan adapted to our employees' needs
- RREGOP retirement plan
- An employee Assistance Program
- Job placement program
- A warm and human working environment
- The possibility of cooperating with our multidisciplinary team on several committees
- A historic and enchanting outdoor environment
- Close to a Metro station
- Free parking

Schedule: Monday to Friday 7:30 am to 3:30pm (35 hrs /week)

Start Date: As soon as possible

If you are interested in this position, please send your resume to the following address:
carrieres-careers@villamaria.qc.ca

Villa Maria subscribes to an equal employment opportunity program and invites women, aboriginals, visible minorities, ethnic minorities and persons with disabilities to send us their applications.