



EMPLOYMENT OPPORTUNITY

SERVICE AREA: Post Secondary
DEPARTMENT: Old Sun Community College
POSITION: Receptionist
TERM: Full Time
DATE POSTED: August 24, 2026
DEADLINE: August 28, 2026

Statement of Duties:

The Receptionist will prepare correspondence, reports, statements and other material, operate office equipment, answer telephones and perform clerical duties of a general nature according to established procedures at the Old Sun Community College administrative office.

Supervision Received: Reports to the Old Sun Community College Financial Controller

Supervision Exercised: None

Duties and Responsibilities: Duties include but are not limited to the following

1. Respond to telephone, in person or electronic enquires or forward to appropriate person
2. Key in, edit, proofread and finalize correspondence, reports, statements, invoices, forms, presentations and other documents, from notes using computers
3. Provides general information to the clients and the public
4. Process incoming and outgoing mail
5. Send and receive messages and documents using fax machine or electronic mail
6. Performs bookkeeping tasks such as preparing invoices and bank deposits
7. Monitors and orders administrative and academic office supplies and arranges for the servicing of administrative equipment
8. Receives payment from students using College transportation and issues receipts
9. Writes receipts for students who have paid for their textbooks for the current education year
10. Must be punctual and reliable
11. Assist Financial Controller with Accounts Payable when needed
12. Prepare time cards
13. Occasionally take meeting minutes
14. Keep track of key log
15. Other duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

1. Must have knowledge of office procedures and be computer competent
2. Must have excellent communication and interpersonal skills
3. Must know how to set up, organize and maintain records

4. Must be willing to work as a team approach with all personnel in achieving goals and objectives of the college
5. Must be committed to following the overall policies of the Old Sun Community College
6. Must be willing to upgrade education
7. Knowledge of Xyntax A/P an asset
8. Have a class 5 driver's license
9. Own vehicle an asset

Education and Experience:

1. Grade 12 Diploma plus 3 years administrative clerk experience
2. Office Skills and/or Administrative Assistant Certificate an asset

Professional/Designation/Certificates/Licenses: None

OTHER FACTORS:

Culture/Language

1. Knowledge of the Siksika language or culture and history as asset
2. Must have respect for Siksika cultural traditions and ensure its inclusion within the overall functioning of the College and within the confines of Old Sun Community College standards

WORK ENVIRONMENT:

1. General office environment, normal amount of lifting, carrying or climbing that is inherent in most office jobs
2. Expectations of professional conduct during office hours and a positive attitude toward community at all times
3. Work in a team at varying capacities and also must be able to work independently

IMPORTANT: All applicants **must** include the following:

- 1) A covering letter;
- 2) Curriculum Vitae; and
- 3) A list of three people who will be sending letters of reference directly to OSCC.
- 4) A Criminal Record Check.

Please direct application documents and letters of reference to the attention of:

Rhonda Healy
Human Resources Administrator
Old Sun Community College
P.O. Box 1250
Siksika AB, T0J 3W0
Email: rhonda.healy@oldsuncollege.ca

We thank all applicants for their interest, however only those chosen for an interview will be contacted.