

RECEPTION JOB POSTING

New music school in Cornwall is seeking a Receptionist!

Are you a hard-working Receptionist looking for a part-time opportunity? Are you looking to join a dynamic team of people who love the arts?

If you have a positive attitude and can thrive in a fast-paced environment, and have a love for music, then we have a job for you! We are looking for an organized Receptionist who is able to help the studio run smoothly during peak lesson hours, to help parents and students with signing up for lessons, to manage teacher schedules, and handle taking payments.

Duties & Responsibilities:

- Handle phone calls and related correspondence
- Assist with managing multiple schedules
- Receive and manage payments
- Create office/business documents (forms, etc)
- Oversee and complete basic office tasks
- Help keep the office clean

Job Requirements & Qualifications:

- Previous working experience as a Receptionist
- Diploma (or working to complete) in office administration or similar field preferred
- Excellent organizational and time management skills
- Excellent customer service skills
- In-depth knowledge of office management and accounting processes
- Hands-on experience with office management computer programs (word, excel, google docs)
- High attention to detail
- Bilingual (English/French) an asset

Rate: \$18 - \$22/hour

Hours: 6 - 10 hours per week

Days/Weekends: weekday afternoon/evenings

Please send cover letter and resumes to: seawayvalleymusicacademy@gmail.com