



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/02

Receptionist/Financial Services Office Clerk / Réceptionniste/Commis De Bureau, Services Financiers

Job ID 70-52-52-CF-60-42

Web Address

<https://careers.indigenous.link/viewjob?jobname=70-52-52-CF-60-42>

Company Bishop's University / Université Bishop's

Location Sherbrooke, Quebec

Date Posted From: 2021-11-19 To: 2022-05-18

Job Type: Full-time Category: Finance

Job Start Date As soon as possible - dès que possible

Job Salary Class 5: From \$19.40 To \$24.57/Å Per Hour/de L'heure (unionized

Position - Poste Syndiqué))

Languages Working Knowledge Of English And French / Connaissance Pratique De L'anglais Et Du Français

Description

The following statements are intended to describe the general nature and level of work performed. They are not representing an exhaustive list of all responsibilities, duties and skills required.

Bishop's University is seeking a Receptionist / Financial Services Office Clerk for a regular full-time position. Reporting to the Manager of Financial Services, the incumbent is responsible to act as the first contact for visitors at Bishop's, and gives information and directions on Bishop's activities and services while providing clerical support to the Financial Services Office.

Supporting Reception:

The receptionist provides excellent customer service to a variety of clients in person or over the phone and is responsible to record/maintain the voice menus used by external callers placing calls to the University and answer calls not filtered by the voice menu options.

Supporting the Financial Services Office:

As Financial Services Office clerk the position is responsible for handling of the internal billing aspects of both the long-distance calls placed from office phones, and the cellular phones provided by BU to employees. Occasionally, monies may be collected from end users for reimbursement of personal uses of these resources. Supporting the Financial Services office, the incumbent will offer basic data entry in the finance system and administration support to the department as required. This position has a work week of 35 hours from Monday to Friday with occasional evenings and weekends required.

Nature of duties and responsibilities

• Give proper information and directions to visitors;

• Demonstrates strong customer orientation and ability to adapt/respond to a variety of clients;

• Answer incoming calls not filtered by the voice menu options and provide fax service to Bishop's community;

- Administer cellular telephone statements by verifying billing, distributing statements, coding billing for payment;
- Monitor telephone usage for local and long-distance calls to ensure adequate level of service, and coding billing for payment
- Maintain the online contact directory for the University;
- Maintain and evolve the current "auto-attendant" system and voice menus on the voicemail system by recording new voice prompts, and configuring the necessary menu options for the main menu tree as well as those used by other departments on campus;
- Enter payable invoices in the finance system, prepare letters, check vendor statements, provide help with collection of accounts receivable;
- Other administrative and clerical tasks as assign

Les fonctions suivantes sont destinées à décrire la nature et le niveau de travail général. Ils ne représentent pas une liste exhaustive de toutes les responsabilités, tâches et aptitudes requises.

L'Université Bishop's recherche un.e Réceptionniste / Commis de bureau des Services Financiers pour un poste régulier à temps plein. Se rapportant au Gestionnaire des services des finances, le ou la titulaire du poste agit en tant que premier contact pour les visiteurs de Bishop's et fournit des informations et des directives concernant les activités de Bishop's tout en fournissant un soutien administratif au bureau des Services Financiers

Support à la réception :

Le ou la titulaire fournit un excellent service à la clientèle auprès de divers clients en personne ou par téléphone, est responsable du maintien du menu du système vocal utilisé par les utilisateurs externes plaçant des appels vers l'Université et répond aux appels non filtrés par les options du menu vocal.

Support au bureau des services financiers :

En tant que commis de bureau des Services Financiers, le ou la titulaire est responsable de la gestion des aspects de la facturation interne des appels interurbains placés à partir des téléphones de bureau ainsi que des cellulaires fournis par l'Université aux employés. Occasionnellement, des sommes peuvent être perçues auprès des utilisateurs pour le remboursement de leur utilisation personnelle. En soutien au bureau des Services Financiers, supportera l'équipe il ou elle effectuera de la saisie de données de base dans le système financier et offrira un soutien administratif au département, au besoin.

La semaine de travail est de 35 heures, du lundi au vendredi avec des soirées et fins de semaine occasionnelles.

Experience

1 to 3 years of relevant experience / 1-3 ans d'expérience pertinente

Education Requirements

Professional diploma requiring more than 900 hours of studies (DEP / Diplôme professionnel nécessitant plus de 900 heures d'études (DEP)

Essential Skills

Good customer service skills / Excellent Service à la clientèle

Work Environment

Light & medium exertion / Efforts légers et moyens

Other

Bishop's University implements an equal access employment / program under the Act respecting equal access to employment in public bodies. The University welcomes applicants who are committed to upholding the values of equity, diversity and inclusion and who will assist us expand our capacity for diversity and inclusion. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous peoples, visible and ethnic minorities, persons living with disabilities, women and LGBTQ2S+ persons.

L'Université Bishop's applique un programme d'accès à l'emploi issu de la Loi sur l'accès à l'emploi des organismes publics.

L'Université accueille les candidat.e.s qui s'engagent à respecter les valeurs d'équité, de diversité et d'inclusion et qui nous aideront à accroître notre capacité en matière de diversité et d'inclusion. Nous encourageons les candidatures de membres de groupes historiquement défavorisés et marginalisés, notamment les peuples autochtones, les membres des minorités visibles et ethniques, les personnes handicapées, les femmes et les personnes LGBTQ2S+.

How to Apply

If interested, please submit your curriculum vitae and cover letter, including what position you are applying for by November 28, 2021 before 4:00 pm to careers@ubishops.ca.

Per the Collective Agreement, priority will be given to qualified internal applicants. Please note that only candidates selected for an interview will be contacted and testing may be required; thank you for your interest. We provide support in the recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation in order to participate as a candidate in the recruitment process, please contact careers@ubishops.ca

S.V.P. faire parvenir votre curriculum vitae ainsi qu'une lettre de présentation, en indiquant pour quel poste vous appliquez le 28 novembre 2021, 16 :00 à careers@ubishops.ca. Tel que prévu à la Convention Collective, la priorité sera accordée à un.e candidat.e interne qualifié.e. Veuillez noter que seules les personnes retenues pour une entrevue seront contactées, et que des tests de sélection peuvent être administrés ; merci pour l'intérêt manifesté. Dans le processus de recrutement, nous fournissons un soutien aux personnes handicapées afin de répondre aux besoins en prévenant et en éliminant les obstacles à l'accessibilité. Si vous nécessitez de mesures d'adaptation pour participer en tant que candidat dans le processus de recrutement, veuillez contacter careers@ubishops.ca