A Vacancy currently exists for a

**Receptionist**

within the

Department of Information Technology

**Required Qualities, Experience, Education:**

- 3 years experience in a similar position
- Excellent interpersonal skills
- Customer Service Training
- Proficiency in Microsoft Word, Excel.
- Excellent written and oral communication skills.
- Excellent clerical skills
- Ability to organize varied and detailed tasks.

**Core Role:**

Overall the Receptionist is responsible for creating a welcoming environment and to ensure guests receive first class service.

Interested persons should forward their letters of application and resume to:

**The Human Resource Manager**

Human Resource Department
St. George’s University
University Centre
St. George’s

**E-mail:** hr@sgu.edu

**Application Deadline:** Friday, 22nd January 2016