

Employment Opportunity

Summer Student, Reception

Location: Winnipeg, Manitoba

Posted: January 23, 2026

Posting ID: 260206SSR

Deadline: February 6, 2026

MGEU is looking for a Summer Student to perform reception duties and provide administrative support in our Winnipeg office during the four month period, May-August 2026.

Responsibilities

- Greet and direct persons entering the organization.
- Provide general information to visitors.
- Monitor visitor access to maintain security.
- Receives and sends items via courier.
- Records data into various spreadsheets and forms.
- Provides general administrative and clerical support.
- Tidy and maintain the reception area.
- Other duties as assigned.

Qualifications

- Registration in an accredited post-secondary education program is required.
- Experience working with MS Office (Excel, Outlook, Word) is also required.
- Proficient data entry skills.
- Must be customer service oriented.
- Good communication and interpersonal skills.
- Previous customer service/receptionist experience considered an asset.
- Valid drivers licence is an asset.

Please forward resume to human.resources@mgeu.ca by Friday, February 6, 2026 at 4:00pm.