

**Position Announcement at
Commonwealth of Learning (COL)
Receptionist**

Location: Metro Vancouver, BC, Canada

Commonwealth of Learning (COL) helps governments and institutions to expand the scale, efficiency and quality of learning by using new approaches, appropriate technologies, and open and distance learning (ODL) methodologies. Headquartered in British Columbia, COL promotes innovation and works with international partners to facilitate learning in support of sustainable development goals. It is financed by voluntary contributions from Commonwealth governments.

The Receptionist contributes to the effective and efficient administration of COL and has responsibility for maintaining the office lobby in a ready state to greet and receive all visitors to COL, operating the switchboard, distributing all messages, faxes and deliveries, and assisting with clerical work.

For full information on this employment opportunity please visit our web site at: www.col.org and click on '[Work with Us](#)'.

Interested applicants must provide a resume and cover letter highlighting their education and experience. Applications must be submitted by email to: opportunities@col.org with the subject: '**Receptionist**', latest by **March 30, 2017**. While we appreciate the interest of all applicants, those who have not been contacted by April 15, 2017, should consider that there will be no follow-up to their application.