



SUPPLY OFFICE AND CLERICAL

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| Posting Date: | Ongoing | Position Type: | Occasional |
| Location: | Various | Position Hours: | Up to 7 hours per day Monday to Friday |
| Effective Date: | Immediately | Rate of Pay: | As per collective agreement |

Job Summary:

The school office assistant works with other school office staff to provide administrative and secretarial support within a school setting. Duties can include: preparation and/or typing of correspondence, completion of reports and documents, maintenance of files and records, answering and/or directing enquiries as per board/school policy.

Skills and Qualifications:

- Two year college diploma or equivalent combination of secretarial courses and up to three years of relevant secretarial experience in a school or related position.
- Demonstrated keyboarding skills with proficiency in a variety of computer programs such as Word, e-mail systems, e-Funds, spreadsheet and database applications.
- Ability to operate photocopier, facsimile, public address system, and multi-line phone system.
- Effective interpersonal skills, an ability to work co-operatively and independently, proven time management, scheduling and organizational skills
- First aid certification would be an asset

To apply:

Interested applicants must create a profile and submit a cover letter, the names of three (3) individuals who can be contacted for a professional reference and resume indicating qualifications, education and experience to www.applytoeducation.ca

Accessibility accommodations are available for all parts of the recruitment process upon request. Accommodation queries should be directed to the Human Resources Department at (705) 722-3555 ext. 233 or via email to hr@smcdsb.on.ca

Only those candidates selected for an interview will be contacted.

As a condition of employment, new employees to SMCD SB are required, by legislation, to submit a satisfactory Criminal Background Check with Vulnerable Sector Screening.

Frances Bagley
Director of Education

Joe Zerdin
Board Chair