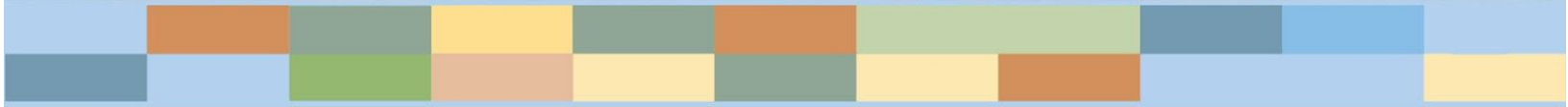




WE ARE HIRING

WE BELIEVE IN OUR SCHOOLS
WE BELIEVE IN YOU



SUPPLY OFFICE AND CLERICAL

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 <https://smcdsb.simplification.com>

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. 263 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 SMCDSB are required, by legislation, to submit a satisfactory Criminal Background Check with Vulnerable Sector Screening.

Frances Bagley
Director of Education

Maria Hardie
Board Chair