

SCHOOL SECRETARY

April 24, 2024

COMPETITION #24-080

Temporary Full-Time Position
Pope Francis Elementary, Timmins
35 hours per week
Effective immediately and extending until further notice
Rate: \$24.46

SUMMARY OF POSITION: Reporting to the School Principal, the School Secretary performs all support duties related to the secretarial and clerical services at the respective school.

JOB REQUIREMENTS:

- College diploma or certificate in office administration
- Typing speed of at least 50 words per minute
- Demonstrated proficiency in SIS software, word-processing, spreadsheet, and database applications
- Demonstrated proficiency in the use of office & filing systems
- Demonstrated effective multi-tasking, time management and organizational skills
- Demonstrated ability to work in a team environment and independently as required
- Demonstrated ability to communicate effectively and professionally with tact, diplomacy
- Demonstrated strong interpersonal skills and ability to maintain discretion and confidentiality
- Strong attention to detail and excellent written and oral communication skills

The names of three (3) professional references are required, including a current immediate supervisor.

Please quote competition number on your application. Applications should be forwarded to the undersigned no later than **April 30, 2024 @ 12 pm (Noon)**

Mélanie Bidal-Mainville, Manager of Human Resources
Northeastern Catholic District School Board hr@ncdsb.on.ca

**We wish to thank all applicants, however,
only those selected for an interview will be contacted.**

**We are an equal opportunity employer. Candidates requiring accommodation in accordance
with the Ontario *Human Rights Code* are asked to contact hr@ncdsb.on.ca**

Glenn Sheculski
Chair of the Board

Tricia Stefanic Weltz
Director of Education