

SECRETARY

Pedagogical Services - Distance Education (Magog)

NATURE OF THE WORK

The principal and customary work of the employee in this class of employment consists in assisting one or more persons in carrying out secretarial tasks.

CHARACTERISTIC FUNCTIONS

The employee in this class of employment enters texts and various data into a computer from manuscripts or various sources and produces letters, tables, reports and other documents; verifies the spelling and grammar rules in the texts entered and identifies the corrections to be made; receives and transfers telephone calls and provides general information; updates records and registers and files records and documents; opens and distributes the mail; drafts acknowledgements of receipt, simple letters or notes; finds and collects information to be included on forms that he or she fills out or in reports and correspondence.

As instructed and within the limits of his or her function, the employee relays telephone messages and information of a general nature concerning the service to parents and students; takes part in purchases of school supplies and articles by carrying out transcription and verification duties; loans and retrieves books; carries out duties related to the distribution of school supplies.

He or she may be required to compile, verify and enter data.

He or she compiles requests for material from school or centre staff and students, carries out the necessary calculations, verifies budget allocations and prices with suppliers; purchases goods or fills out purchase orders as well as receives and distributes goods according to the policy in effect.

He or she uses a computer and the necessary software to perform his or her duties related to word processing, database entry, spreadsheets and in-house programs; uses electronic mail and, if necessary, carries out research on the Internet. He or she may be required to help, on occasion, colleagues with the common software and programs used.

He or she is responsible for keeping registers and files concerning, among others, student registration and placement, staff and student absences, temporary staff payroll, school exams, report cards, declaration of student enrolment and student transportation; verifies the necessary data, enters it, produces and forwards reports; fills out forms.

He or she responds to information requests on the follow-up of files, regulations or other subjects related to the duties performed and, if necessary, reminds those concerned; forwards the pertinent documentation; handles the mail.

He or she drafts memorandums or bulletins from brief notes; takes part in setting up a filing system; archives school or centre documents according to the policy in effect.

The employee may be required to train new secretaries.

If need be, he or she performs any other related duty.

REQUIRED QUALIFICATIONS

SCHOOLING AND EXPERIENCE

Hold a Diploma of Vocational Studies in Secretarial Studies, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority.

OTHER REQUIREMENTS

- Bilingual (written and spoken English and French)
- Competent in the use of Microsoft Office (Word, Excel, Outlook)
- Strong organizational skills

The selection process for this position may include an interview and tests related to Word and Excel.

SUPERVISOR: Service Director
SCHEDULE: 35 hours per week (Monday to Friday 8:30 a.m. to 4:30 p.m.)
STARTING DATE: August 6th, 2018
SALARY: \$18.89 - \$21.86/hr

Please send your application in writing by 2:00 p.m. on June 28, 2018 to

hr@etsb.qc.ca

Human Resources Department
340, Saint-Jean-Bosco
Magog, QC J1X 1K9
FAX: (819) 868-3821

Equal opportunity for all