

## **P L E A S E   P O S T**

The **Eastern Townships School Board** is seeking candidates  
for the following position:

### **OFFICE AGENT CLASS I** **Human Resources – Payroll/Insurance**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in performing a variety of administrative duties of a complex nature according to established methods and procedures.

#### **Characteristic functions**

The employee in this class of employment ensures that the applicable practices, regulations, directives, policies, methods and procedures are respected. To do so, he or she drafts, prepares, produces, verifies and follows up on invoices, purchase orders, receipts, lists and various registers, such as payroll, absence, leave or taxation registers, funding requests, statistics, statements, forms, inventories and any other administrative report, table or document of the same nature; in this context, gathers, validates and compiles the necessary data.

He or she keeps accounting books, makes journal entries, reconciles accounts, receives payments at a counter, by mail or direct payment, makes payments and deposits, codes expenditures, keeps a petty cash and makes purchases of a nominal value; compiles budget data, participates in preparing the budget of a unit or a department and conveys budget balances.

He or she contacts persons in and outside the school board to obtain or provide information related to his or her duties, determines deadlines, makes practices and regulations known and conveys decisions. He or she drafts correspondence related to his or her duties.

As instructed, the employee carries out administrative operations related to aptitude tests and administers examinations.

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

The employee may be required to train new class I office agents as well as to coordinate the work of support staff.

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

#### **Required qualifications**

##### **Schooling and experience**

Hold a Diploma of Vocational Studies in an appropriate specialty for the class of employment, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have one (1) year of pertinent experience.

#### **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:            Director of Human Resources  
SCHEDULE:             28 hours / week (Monday to Friday)  
STARTING DATE:        August 6, 2018  
SALARY:                 \$19.92 - \$22.74/hour

Please send your application in writing **by 2:00 p.m. on July 19, 2018** to:

[hr@etsb.qc.ca](mailto:hr@etsb.qc.ca)

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

***Equal opportunity for all***