

PLEASE POST

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

OFFICE AGENT CLASS I **Buildings and Equipment (Board office)**

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.

The employee will be asked to communicate with contractors, schools as well as others. The employee will also be asked to do filing, prepare resolutions, calls for tender, researching as well as manage replacements for caretakers and maintenance workmen and special projects.

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.

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

Other requirements

- Bilingual (written and spoken)
- Excellent knowledge of Microsoft Office especially Excel
- Excellent accounting skills
- Strong organizational skills
- Independent and resourceful

SUPERVISOR: Director of Buildings and Grounds
SCHEDULE: 35 hours per week (Monday – Friday)
STARTING DATE: As soon as possible
SALARY: \$20.76-\$23.22/hour

Please send your application in writing **by 2:00 p.m. on October 7, 2021** to:

hr@etsb.qc.ca

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

Equal opportunity for all