

P L E A S E P O S T

The Eastern Townships School Board invites applications for
the position of

OFFICE AGENT CLASS 1 “Specific Position”
Buildings and Grounds (25 hours) Human Resources (10 hours)
MAGOG

N.B.: This post is a “Specific” post in the sense of Clause 7-1.21 of the Collective Agreement S12. It is of a specific duration, not exceeding twenty-four (24) months. If a regular employee is selected, he or she will continue to hold their regular position and will be replaced by a temporary employee. The post can be terminated at any time by the board with a ten (10) day advance notice.

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.

The employee holding this position will be in charge, among other duties, of the replacements of caretakers and maintenance employees in the schools and centres of the school board as well as the schedules for floaters and temporary employees. The employee will also be supporting the Human Resources department in diverse tasks. The position will be divided into 25 hours per week for the Buildings and Grounds department and 10 hours per week for the Human Resources department.

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 accounting, 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

- Effective communication skills (spoken and written French and English)
- Ability to organize tasks and identify priorities
- Discretion (keep information confidential)
- Basic knowledge in Computer Software
- Demonstrate a strong collaborative approach

Supervisor: Director
Schedule: 35 hours per week
Starting date: As soon as possible
Salary: \$22.36 - \$25.00/hr.

Please send your application in writing by 2:00 p.m. on May 26, 2023 to:

hr@etsb.qc.ca

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

Equal opportunity for all