

JOB POSTING DETAILS

Employer	Huron Superior Catholic District School Board	Job Type	RI
Job Title	Casual Secretary	Duration	Casual
Job ID	11811	Location	Sault Ste. Marie
Date Posted	November 25, 2021	Closing Date	December 10, 2021

Job Overview - Description & Duties

POSITION: Casual Secretary
 LOCATION: Various schools & departments in Sault Ste. Marie, ON
 EFFECTIVE DATE: January 2022
 RATE OF PAY: \$24.87/hour

The Board is looking for secretaries for its casual, on-call list for Sault Ste. Marie. As this is a casual position, there is no guarantee of hours or work. Under the supervision of the school principal, the school secretary performs a variety of duties to ensure the efficient and effective operation of the school office.

Required Skills

QUALIFICATIONS:

- Post-Secondary education in Office Administration or related field
- Knowledge of office procedures and methods
- Excellent typing skills
- Excellent interpersonal and communication skills
- Ability to organize and maintain an efficient school business office
- Ability to operate a computer and various software packages (Aspen, Microsoft Word, Excel, etc.)

Other Requirements

NA

How to Apply

Please submit your cover letter and résumé by 4:00 p.m. on December 10, 2021 to job.applications@hscdsb.on.ca

THIS BOARD IS AN EQUAL OPPORTUNITY EMPLOYER

In compliance with the Ontario with Disabilities Act and the Ontario Human Rights Code, the Huron-Superior Catholic District School Board is committed to providing accommodations to persons with disabilities. The Board will take into account the person's ability to access information and will provide the information contained in Board-produced public documents in a format that meets those needs as agreed upon with the person. Please contact the Human Resources Department at 705-945-5610 prior to the posting closing date so that appropriate arrangement can be made.