



## SCHOOL SECRETARY

August 4, 2022

**COMPETITION #22-176**

Temporary Full-Time Position

Aileen Wright English Catholic School, Cochrane

35 hours per week (10-month position)

Effective August 22, 2022 and extending until further notice

**SUMMARY OF POSITION:** Reporting to the School Principal, the School Secretary performs all support duties related to the secretarial and clerical services at the respective schools.

**SALARY:** According to the collective agreement in effect.

**JOB REQUIREMENTS:**

- College diploma or certificate in office administration
- Typing speed of at least 50 words per minute
- Demonstrated proficiency in student information system, word-processing, spreadsheet, and database applications
- Demonstrated proficiency in the use of office & filing systems
- Demonstrated effective multi-tasking, time management and organizational skills
- Demonstrated ability to work in a team environment and independently as required
- Demonstrated ability to communicate effectively and professionally with tact, diplomacy
- Demonstrated strong interpersonal skills and ability to maintain discretion and confidentiality
- Strong attention to detail and excellent written and oral communication skills

The names of three (3) professional references are required, including a current immediate supervisor.

Please quote competition number on your application. Applications should be forwarded to the undersigned no later than **Thursday, August 18, 2022 @ 12 pm.**

**Mélanie Bidal-Mainville, Manager of Human Resources**  
**Northeastern Catholic District School Board**  
[hr@ncdsb.on.ca](mailto:hr@ncdsb.on.ca)

**We wish to thank all applicants, however,  
only those selected for an interview will be contacted.**

**We are an equal opportunity employer.**  
**Candidates requiring accommodation in accordance with the Ontario *Human Rights Code* are asked to contact [hr@ncdsb.on.ca](mailto:hr@ncdsb.on.ca)**

Fred Salvador  
Chair of the Board

Tricia Stefanic Weltz  
Director of Education