

Office Agent Class I #9600

Place of work : Board Office

From February 27, 2023 To June 30, 2023

Publication period	Contract type	Job Category	Hourly Salary
Feb 24, 2023 - Mar 2, 2023	Replacement	Support personnel	From \$22.36 To \$25.00

ENGLISH SCHOOL BOARD : PEOPLE NEED TO BE BILINGUAL FOR THIS POSITION

APPLY

RECEPTION AND GREETING CLIENT

Job percentage: 60% until the return of the incumbent and no later than June 30, 2023

Immediate supervisor : Director of Finances

Fix Schedule: (RECEPTION POSITION)

Monday : 8:00-12:00, 13:00-16:00

TO BE CONFIRMED: 8:00-12:00, 13:00-16:00

Friday : 8:00-12:00, 13:00-16:00

Nature of 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 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 sees to the functioning of the mailroom: receives, sorts and distributes incoming mail from schools, suppliers and others. Prepares, stamps and distributes parcels and letters from the Board Office and occasionally, massive school shipments.

He or she receives and greets visitors to the Board Office and takes incoming calls . He or she provides general information and redirects calls as required.

He or she receives, verifies and redirects purchasing orders received for schools and distributes purchasing orders received for the Board Office.

He or she performs administrative support tasks for Finance services (letter writing, meeting organization, filing).

If necessary, he or she performs any other related duties

General skills

- Excellent spoken and written English and French.
- Capacity to work and cope with simultaneous demands and works cooperatively with team and other staff members.
- Capacity to learn and adapt to new situations.
- Excellent judgment, analytical skills and problem solving ability.
- The ability to prioritize, organize, plan, carry out and follow-up in an autonomous fashion.
- Good memorization capacity and very attentive to details.
- Excellent interpersonal skills.
- Discretion and objectivity.
- Must be available and flexible in regards to the working hours due to the fact that certain selection activities could possibly take place outside of regular office hours.

Schooling and experience



2046 Chem. Saint-Louis, Québec, QC G1T 1P4, Canada

- Hold a Diploma of Vocational Studies (DVS) in a specialty appropriate 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

- Have good knowledge of office automation; such as Word, Excel; PowerPoint would be an asset.

N.B.: The candidates who wish to be considered for this position will undertake tests to evaluate their knowledge in English and French writing, in Word, Excel, and in problem solving and analytical skills.

Social advantages

- Employee Assistance Program (EAP)
- Free parking
- Air conditioning
- Reimbursement of mileage

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