



Title of position: Negotiations Secretary

Employment Status: Regular full time

Workplace

Located in downtown Montréal, at 1410 Stanley Street, Suite 900, the Management Negotiating Committee for English-language School Boards (CPNCA) prepares provincial negotiations proposals for the renewal of collective agreements governing employees working in English-language school boards (teachers, professionals and support staff).

Nature of the Work

The incumbent is responsible for carrying out secretarial duties and providing support to the negotiations teams and to the director of labour relations. As the CPNCA provides services to the entire network of English-language school boards of Québec, the incumbent must be able to work in both French and English.

The incumbent must be able to work independently on secretarial tasks according to fairly complex methods and procedures. He or she performs, in particular, specialized duties relating to the formatting of collective agreements in the context of negotiations according to the standards and rules established.

Among other duties, the incumbent must:

- Provide technical and secretarial support to the negotiations teams and staff of the CPNCA: using various software, prepare and format texts and documents as well as verify any corrections made, follow up meetings and reports of the negotiations teams and update collective agreements.
- Participate in developing communication and information tools: format the tools and ensure deposit of documents on Internet and extranet.
- Manage the agenda of designated persons, convene and organize meetings, ensure follow-up of correspondence and preparation of reports, keep the filing system up to date and prepare various tables and documents.
- Carry out work requested, while ensuring timeliness and quality.
- Perform any other related task, as needed.

Required Qualifications

Hold a diploma of collegial studies in an appropriate specialty, especially in office automation or an attestation of studies recognized as equivalent by the competent authority.

Have at least three years of relevant experience.

Technical Skills

Have an excellent knowledge of French and English, both orally and written. An essential part of the work consists in proofreading documents. It is important to note that French is the predominant language of work.

Have an excellent knowledge of Microsoft Office Suite 2013 (PC), especially advanced Word, intermediate level of Excel, PowerPoint, Outlook and office automation.

Note: Candidates will be required to undergo tests to assess their language and computer skills.

Personal Qualities

- Maintain confidentiality at all times.
- Appreciate teamwork and collaboration.
- Have excellent organizational skills.
- Show initiative by performing several tasks simultaneously and rigorously.
- Demonstrate patience and effective interpersonal skills.

Other Requirement

The successful candidate must be available to work outside of the regular working hours, as needed.

Remuneration

The hourly rate of the applicable salary scale will be determined on the basis of relevant work experience. The hourly rate varies between \$21.92 and \$27, plus an amount equal to 6.5% of the salary paid in lieu of health, life and salary insurance benefits.

Interested candidates must forward, **no later than Thursday, October 26, 2017, 4 p.m.**, their application and curriculum vitæ, in French and English, to the following email address:

joanne.simoneau-polenz@education.gouv.qc.ca.

We would like to thank all applicants for their interest in the CPNCA, however, only those chosen for an interview will be contacted.