



The Eastern Shores School Board is seeking applications from interested candidates for the following position: **DATA PROCESSING OPERATOR, CLASS 1 (4202)**

<b>POSTING #</b>	ESSB-S24-03
<b>WORKPLACE</b>	North Shore (Location to be determined)
<b>WORKLOAD</b>	35 hrs per week
<b>WORK SCHEDULE</b>	Monday to Friday (schedule to be determined)
<b>HOURLY RATE</b>	Between \$24.36 and \$27.24
<b>IMMEDIATE SUPERIOR</b>	Director of Informational Technology
<b>START DATE</b>	Immediately
<b>DATE OF POSTING</b>	July 17, 2024
<b>DEADLINE FOR APPLICATIONS</b>	August 9, 2024 (4:00 PM)

### NATURE OF THE WORK

The principal and customary work of an employee in this class of employment consists in assisting computer users and particularly in resolving hardware- or software-related problems as well as installing and configuring computer equipment and software according to standard

### CHARACTERISTIC FUNCTIONS

You can find the characteristic functions in the Classification Plan at this address:

<https://cpn.gouv.qc.ca/cpnca/en/negociations/plan-de-classification/personnel-de-soutien/> (p.37)

### REQUIRED QUALIFICATIONS

Hold a Diploma of Vocational Studies in Computing Support or a diploma or an attestation of studies recognized as equivalent by the competent authority and have two (2) years of pertinent experience.

### OTHER REQUIREMENTS

- Strong oral and written communication skills in English; French communication skills an asset.
- Proficiency in Microsoft Office

Interested candidates should forward their curriculum vitae, indicating in the subject the posting number, **ESSB-S24-03** to [job.opportunity@essb.qc.ca](mailto:job.opportunity@essb.qc.ca).

Eastern Shores School Board is committed to equal access to employment and encourages applications from women, Aboriginal peoples, visible minorities, ethnic minorities and persons with disabilities. ESSB will only contact the candidates selected for interviews.

