



The Eastern Shores School Board is seeking applications from interested candidates for the following position: **SECRETARY (4113)**

<b>POSTING #</b>	RIVE-S24-03
<b>WORKPLACE</b>	Riverview School 67, Rue Audubon, Port-Cartier, QC G5B 1M7
<b>WORKLOAD</b>	15 hours per week
<b>WORK SCHEDULE</b>	Monday to Friday
<b>STATUS</b>	<b>Regular part-time</b>
<b>HOURLY RATE</b>	Between \$22.18 and \$24.13
<b>IMMEDIATE SUPERIOR</b>	School Principal
<b>DATE OF POSTING</b>	March 17, 2025
<b>DEADLINE FOR APPLICATIONS</b>	<b>May 2, 2025</b>

### NATURE OF THE WORK

The principal and customary work of the employee in this class of employment consists in assisting one or more persons in carrying out secretarial tasks.

#### In the field of "school" management

- Receptionist tasks and greet the clientele
- Inform and assist staff and visitors

#### Pedagogical management

- GPI Software

#### Payroll

- Substitute management (extra & replacements)
- Monitoring and following up on absences (report & entry)
- Payroll processing (report & entry)

#### Finances

- Billing and collection of school effects (GPI software)

#### School equipment and transport

- Emergency briefcase
- Transportation (reservation, requisition and management of misconduct tickets)

### 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.56).

### REQUIRED QUALIFICATIONS



418-752-2247



[www.essb.qc.ca](http://www.essb.qc.ca)



40, Mountsorrel, New Carlisle,  
QC G0C 1Z0



Hold a Diploma of Vocational Studies in Secretarial Studies, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority.

#### Other Requirements

1. Have a basic knowledge of office automation

#### SKILLS AND COMPETENCIES

- Good interpersonal and communication skills
- Thoroughness and attention to detail - Initiative - Meeting deadlines
- Proactivity, autonomy and organizational capacity
- Capacity to properly transfer information

#### SPECIFIC REQUIREMENTS

- Fluency in English and French (oral and written)
- Excellent knowledge of the Office suite (Word, Excel, Publisher, Outlook)
- Demonstrate an ability to invest in a work team
- Ability to manage multiple files at once

Interested candidates should forward their curriculum vitae, indicating in the subject the posting number, **RIVE-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.

