

PLEASE POST ON STAFF BULLETIN BOARD

CUPE LOCAL 1328 POSTINGS

POSTING NO.	POSITION	DEPT./SCHOOL	SALARY RANGE
Posting # 49 - 09	Secretary	Capital Development	Grade 5 biweekly \$1,526.55 - \$ 1,773.39

Qualifications:

- Two-year College Diploma in Secretarial Science program(s) or equivalent
- Minimum one (1) related secretarial experience
- Proficiency with a range of software programs including Microsoft Office Suite (intermediate level)
- Knowledge of SAP, SEMS and Microsoft Project an asset
- Ability to work well under pressure in a deadline-oriented environment
- Proven organizational, analytical skills and attention to detail
- Excellent written, verbal communication and interpersonal skills

Duties:

Reporting to the Senior Coordinator - Capital Development and the Senior Coordinator - Maintenance/Renewal, the primary responsibilities of this position are:

- Providing secretarial assistance to maintain the daily activities of the departments, i.e. tracking and formatting Board reports and other departmental documents, maintaining departmental, project files and departmental contact lists, preparing letters, sourcing materials for ordering, preparing and expediting purchase orders, preparing cheque requisitions, organizing & coordinating meeting with outside consultants and outside agencies, tracking staff coverage and vacation, etc.;
- Ensure and maintain confidentiality of the department;
- Perform other duties as assigned or required by the departments.

WRITTEN APPLICATION REFERRING TO POSTING NUMBER, LOCATION AND POSITION MUST REACH **Linda Moynagh, Supervisor, Support Staff, HUMAN RESOURCES DEPARTMENT**, CATHOLIC EDUCATION CENTRE, 80 SHEPPARD AVENUE EAST, NORTH YORK, ONTARIO NOT LATER THAN Tuesday, December 1, 2009