

**PLEASE POST ON STAFF BULLETIN BOARD
CUPE LOCAL 1328 POSTINGS**

POSTING NO.	POSITION	SCHOOL	SALARY RANGE
OC2013-033	Secretary	St. Demetrius Catholic Elementary School	Grade 5 biweekly \$1,619.52 - \$ 1,881.39

Please note: This is a 10 month 10 day position

QUALIFICATIONS:

- Two-year College Diploma in Secretarial Science program(s) or equivalent
- Minimum one (1) related secretarial experience
- Proficiency in Microsoft Office Suite (intermediate level)
- Minimum 50 wpm typing.
- Must have good interpersonal skills in relating to pupils and parents.
- Ability to work independently.

DUTIES:

School Secretaries are engaged to assist the Principal of the school in the performance of office duties as directed by the Principal.

PLEASE NOTE: – **ONLY QUALIFIED APPLICANTS WILL BE CONTACTED.** Each bid must be submitted separately and include supporting documentation. A SKILLS ASSESSMENT WILL BE NECESSARY FOR THOSE SEEKING A PROMOTION OR JOB CLASSIFICATION CHANGE.

WRITTEN OR FAXED (416-512-3046) BIDS REFERRING TO POSTING NUMBER MUST REACH **HUMAN RESOURCES, ATTENTION: MARGHERITA DECESARE, SUPERVISOR, SUPPORT STAFF, CATHOLIC EDUCATION CENTRE, 80 SHEPPARD AVENUE EAST, TORONTO, ONTARIO NO LATER THAN TUESDAY, MARCH 5, 2013.**

You may also scan your bids and email them to hrjobbids.cupe1328oct@tedsb.org A copy for your convenience has been attached.

PLEASE NOTE: RECEIPT OF FAXES, EMAILS OR BID SHEETS WILL NOT BE CONFIRMED