Qualifications:

- Two-year College Diploma in Secretarial Science program(s) or equivalent
- Minimum one (1) year of secretarial experience in a Human Resources or related environment
- Proficiency in Microsoft Office Suite (intermediate level)
- Proven ability to work well under pressure in a deadline oriented environment
- Attention to detail
- Proven analytical skills
- Excellent interpersonal and communication skills
- Experience with SAP HR/Payroll system an asset
- Proven ability to work in a team-oriented environment

Duties:

Reporting to the Supervisor of Recruitment, the primary function of the position is to provide secretarial/administrative support to the assigned area of the department.

- Provide secretarial/administrative support to the department such as processing/screening applications and resumes, responding to inquiries, maintaining applicants’ files, organizing/setting up interviews, conducting and correcting tests, assisting the management team with activities related to job fairs/new employee orientations/25-year club/annual retirement functions, etc., as required
- Compose routine letters and department correspondence pertaining to respective area
- Perform clerical/secretarial activities, in accordance to Human Resources procedures (e.g. processing Letters of Permission, etc.)
- Maintain and update data in HRIS system(s) related to recruitment process
- Provide secretarial/clerical support in relation to relevant of collective agreement(s) provisions/policies and procedures that pertain to Human Resources functions and responsibilities
- Perform secretarial/clerical duties such as maintaining files and follow-up systems; utilizing established formats or creating new formats/setups as required; maintaining and updating data pertaining to the assigned area, etc.
- Supporting the HR Liaison Desk duties on a rotational basis as scheduled
- Perform other duties as assigned or required by the department

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, JANUARY 22, 2013.

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

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