

PLEASE POST ON STAFF BULLETIN BOARD

CUPE LOCAL 1328 POSTINGS

| <u>POSITION</u>                | <u>SCHOOL</u>                                       | <u>SALARY RANGE</u>                 |
|--------------------------------|---|-------------------------------------|
| OC2012-102<br>Clerk Typist 20% | St. Francis Xavier<br>Catholic Elementary<br>School | Grade 4<br>\$1,413.65 to \$1,669.61 |

**PLEASE NOTE: This a 10 month position**

**QUALIFICATIONS:**

- Ontario Secondary School diploma or equivalent.
- Keyboarding skills 45 wpm.
- Minimum 6 months related experience
- Effective telephone manner.
- Knowledge of computers an asset.

**DUTIES:**

To provide clerical and stenographic assistance in carrying out the duties of the office.

**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, DECEMBER 4, 2012.**

You may also scan your bids and email them to [hrjobbids.cupe1328oct@tcdsb.org](mailto: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.**