

PLEASE POST ON STAFF BULLETIN BOARD

CUPE LOCAL 1328 POSTINGS

The following Clerk Typist positions are available immediately
(Bi-weekly Salary Range: Grade 4 - \$1,413.65 to \$1,669.61)

POSTING NO.	SCHOOL	BASIC TIME CLASS
OC2012-094	All Saints Catholic Elementary School	100%
OC2012-095	Our Lady of Sorrows Catholic Elementary School	20%
OC2012-096	Our Lady of Victory Catholic Elementary School	40%
OC2012-097	St. Cecilia Catholic Elementary School	20%
OC2012-098	St. Dorothy Catholic Elementary School	20%

PLEASE NOTE: These are 10 month positions

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 A copy for your convenience has been attached.

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