

PLEASE POST ON STAFF BULLETIN BOARD

CUPE LOCAL 1328 POSTINGS

POSTING NO.	POSITION	DEPT./SCHOOL	SALARY RANGE
OC2012-099	Department Secretary	Early Learning Program CEC	Grade 5 \$1,619.52 - \$1,881.39 biweekly

PLEASE NOTE: This is a 10 month 10 day position.

This position is permanent and will be funded through EPO Grants for the next three (3) years beginning September 2012 through to August 2015.

Qualifications:

- Two-year College Diploma in Secretarial Science program(s) or equivalent
- Minimum 1 (one) year related secretarial experience
- Proficiency in Microsoft Office Suite including Excel (intermediate level)
- Knowledge of SAP purchasing an asset
- Ability to work in a team-oriented environment and adhere to firm timelines
- Attention to detail
- Proven organizational and analytical skills
- Excellent interpersonal and communication skills

Duties:

The primary responsibilities of this position are:

- Providing secretarial/administrative support to the department (i.e., maintaining all files, sourcing materials for ordering, preparing and expediting purchase orders, sorting and distributing mail, responding to general telephone enquiries etc.)
- Assisting in organizing program in-services/seminars
- Preparing routine correspondence, information packages and coordinating mailings to the system
- Tracking receipt and distribution of program materials to schools
- Maintaining financial and purchase records and files
- Maintaining summary spreadsheets as required by department programs
- Maintaining appointment and meeting schedules, booking rooms for in-services, preparing meeting materials
- Perform other duties as assigned or required

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