

PLEASE POST ON STAFF BULLETIN BOARD

CUPE LOCAL 1328 POSTINGS

POSTING NO.	POSITION	DEPT./SCHOOL	SALARY RANGE
OC2012-101	Secretary	Human Resources Department	Grade 5 biweekly \$1,619.52 - \$1,881.39

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, 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