

PLEASE POST ON STAFF BULLETIN BOARD

CUPE LOCAL 1328 POSTINGS

POSITION	DEPT./SCHOOL	LOCATION	SALARY RANGE
Posting # OC2012-100 Secretary	Safe Schools	55 Salisbury Avenue Toronto	Grade 5 \$ 1,619.52 - \$1,881.39 bi-weekly

THIS IS A 10/10 MONTH POSITION

Qualifications:

- Two-year College Diploma in Secretarial Science program(s) or equivalent
- Minimum one (1) year related secretarial experience
- Proficiency in Microsoft Office Suite (intermediate level)
- Familiar with TCDSB software applications an asset
- Ability to take minutes when required
- Ability to work well under pressure
- Excellent organizational skills and ability to meet deadlines as required
- Attention to detail
- Excellent communication and interpersonal skills
- Ability to work in a team-oriented environment

Duties:

Reporting to the Principal/Vice Principal - Safe Schools, the primary responsibilities of this position are to:

- Provide secretarial/administrative support to the department by maintaining and coordinating activities for the department (e.g. organizing and coordinating meetings/in-services/conferences ; producing agendas and preparing back-up materials for the meetings; taking minutes at meetings; communicating with stakeholders as required; composing routine correspondence; tracking budgets, etc.)
- Perform secretarial/clerical duties such as maintaining filing and follow-up systems; responding to general enquiries including enquires related to the Progressive Discipline Application, taking messages and delivering them to the appropriate person in a timely manner; utilizing established formats or creating new formats/setups e.g. creating checklists, completing documents/forms; maintaining a telephone log; greeting and meeting with visitors; opening, sorting and distributing mail; processing the purchase of stationery needs for the department; preparing cheque requisitions, etc.
- Perform other related 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