

Supply Secretaries

General Information:

This position is open for application from external candidates.

Successful candidates will be placed on The Board's secretarial supply list for casual, on-call secretarial work in replacement and overload situations. There is no guarantee of hours of work. Selected applicants will be invited to participate in the interview process and only those candidates will be contacted.

Duties to include all elementary school secretarial responsibilities, including office duties, use of office technology, school budget duties, and student enrollment. Other duties are as per the job description.

Qualifications

- A Diploma in Office Administration or
- A diploma in a related field combined with two years of office administration.
- Experience with a computerized records system,
- Spreadsheet applications and other related software.
- Excellent human relations and interpersonal skills.
- Experience with PowerSchool and NAV would be an asset.
- Other qualifications are as per the job description.

Required Documents:

Each candidate shall submit in the following order:

- Cover letter
- Resume of qualifications and experience
- Copy of diploma/certificates as required
- Reference check consent form which MUST include **valid e-mail addresses and phone numbers** of a minimum of two (2) references. The reference check consent form can be found at the bottom of careers section of our website <https://www.lakeheadschoools.ca/careers/>.

Application Procedure:

Email your completed application package to copehire@lakeheadschoools.ca

Note: Please submit one complete PDF document. Please do not submit multiple attachments.

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www.lakeheadschoools.ca

Application Deadline: Friday, December 2, 2022 at 4:30pm

*Offer of employment is conditional upon the successful candidates providing a current, original Police Record Check including Vulnerable Sector Screening (dated within the past 6 months). This document **does not need** to be included in your application package.*

Lakehead District School Board is committed to equity in employment. We provide reasonable accommodation at any point throughout the recruitment process. If you require accommodation, please contact Human Resources at accommodation@lakeheadschoools.ca so that appropriate arrangements may be made.

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Lakehead District School Board