



Employment Opportunity

Casual Administrative Support Niagara Catholic District School Board

Casual Administrative Support staff work is on an on call, “as needed” basis, filling in for Secretarial or Administrative staff who are away or on a leave. The position requires a high level of computer literacy in various database programs.

QUALIFICATIONS:

- Grade 12 Diploma
- Excellent secretarial skills
- Excellent interpersonal, oral and written communication skills
- Excellent organizational skills
- Flexibility to accept assignments on short notice
- Thorough computer knowledge and experience using Microsoft Office including Word and Excel
- Experience working with an accounting/bookkeeping system an asset
- Minimum 50 words per minute typing with accuracy
- Minimum 2 years of experience working in an office environment including financial accounting
- Completion of a certificate/diploma in the area of Office or Business administration would be considered an asset

LOCATION:

- Elementary, Secondary or Continuing Education Schools within the Niagara Catholic District School Board boundaries within the Niagara Region.

CASUAL ADMINISTRATIVE SUPPORT WILL BE EXPECTED TO:

- Act in a confidential and professional manner at all times in working relationships with all school personnel, students, parents and the public
- Able to work in a busy environment independently as well as part of a team
- Perform various administrative office duties, under the general supervision of the school Principal
- Perform attendance administration duties to ensure the safe arrival of students
- Perform data entry and record maintenance duties
- Filing and maintaining confidential information for Principal, Vice-Principal and Teachers.
- Other duties as may be assigned

CONDITIONS OF EMPLOYMENT:

- Availability required daily Monday through Friday, on call, as needed basis, at all various locations
- Pre-testing on clerical skills is performed prior to conducting the interview process.

RATE OF PAY: \$15.94 per hour

Interested applicants are invited to apply by forwarding a covering letter and current resume, which includes two work references to:

Glenn Bertollo, Senior Administrator of Human Resources Services

glenn.bertollo@ncdsb.com

Niagara Catholic District School Board

427 Rice Road, Welland, On. L3C 7C1

Personal information about applicants is collected under the authority of Section 171 (10 (3)) of the Education Act RSO 1990 and will be used to assess the suitability of applicants for employment with the Niagara Catholic District School Board and to establish payroll and benefit files for the successful applicant. The successful candidate will be required to provide a satisfactory Criminal Records Check as a condition of employment. The Niagara Catholic District School Board is committed to accommodating the individual needs of job candidates within our recruitment processes, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). If you are contacted by the Niagara Catholic District School Board, please advise if you require an accommodation.

For more information on the Niagara Catholic District School Board and where our schools are located, visit our website at www.niagaracatholic.ca

Fr. Paul MacNeil
Chair of the Board

John Crocco
Director of Education/Secretary-Treasurer