

**NOTICE NO 124**

**POSTING:  
2018.12.21**

**OFFICE AGENT CLASS I (100%)  
Special Project International Students**

This **special project for a full-time position** is presently available until June 30<sup>th</sup>, 2019, at the Riverside School Board for a special project in the International Student Education Services with offices located at 675, Green Street, St-Lambert.

**NATURE OF WORK:**

The principal and customary work of an employee in this class of employment consists in performing a variety of administrative duties of a complex nature according to established methods and procedures.

**CHARACTERISTIC FUNCTIONS:**

The employee in this class of employment ensures that the applicable practices, regulations, directives, policies, methods and procedures are respected. To do so, he or she drafts, prepares, creates, verifies and follows up on invoices, purchase orders, receipts, lists and various registers, such as payroll, absence, leave or taxation registers, funding requests, statistics, statements, forms, inventories and any other administrative report, table or document of the same nature; in this context, gathers, validates and compiles the necessary data.

He or she keeps accounting books, makes journal entries, reconciles accounts, receives payments at a counter, in the mail or by direct payment, makes payments and deposits, codes expenditures, keeps a petty cash and makes purchases of a nominal value; compiles budget data, participates in preparing the budget of a unit or a department and conveys budget balances.

He or she contacts persons in and outside the school board to obtain or provide information related to his or her duties, determines deadlines, makes practices and regulations known and conveys decisions. He or she drafts correspondence related to his or her duties.

As instructed, the employee carries out administrative operations related to aptitude tests and administers the tests.

The employee uses a computer and the necessary software to perform his or her duties related to word processing, database entry, spreadsheets and in-house programs; he or she carries out research on the Internet; uses e-mail. He or she may be required to help, on occasion, colleagues with the common software and programs used.

The employee may be required to train new class I office agents as well as to coordinate the work of support staff.

If need be, he or she performs any other related duty.

**REQUIRED QUALIFICATIONS:**

Hold a Diploma of Vocational Studies in a specialty appropriate for the class of employment, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have one (1) year of pertinent experience.

**OTHER REQUIREMENTS:**

Have a thorough knowledge of office automation

Excellent knowledge of English and French, spoken and written.

Excellent knowledge of Microsoft Suite, Jade/Charlemagne, GPI and GRICS applications

Mastery of a third language (Mandarin, Spanish, Portuguese, or other) would be an asset.

May be required to work evenings and weekends (with compensation)

May be asked to travel outside the Province and Country (with compensation)

A valid driver's licence and able to provide own transportation required

Good customer service approach

Strong collaboration and team work skills, highly skilled in interpersonal interactions.

Must be willing to attend professional development activities and be self-motivated towards life-long learning.

**SCHEDULE:** 35 hours /week Monday to Friday from 8:00 a.m. to 4:00 p.m or from 9:00 a.m. to 5:00 p.m... (one-hour lunch)

**SALARY:** \$697.20 to \$795.90 per 35-hour week, according to qualifications and experience.

Candidates should submit a letter of application **as well as curriculum vitae before 4:00 p.m. on January 14, 2019** to Human Resources, by mail or by e-mail at [riversidecv@rsb.qc.ca](mailto:riversidecv@rsb.qc.ca). RSB will send an electronic acknowledgement of receipt for applications sent to that email address.

*Riverside School Board has implemented an Equal Access Employment Program and encourages applications from women, members of visible and ethnic minorities, Aboriginal people and people with disabilities.*

2018.12.20

**Français au verso**