

NOTICE NO 177

**POSTING:
2019.06.11**

**ADMINISTRATION TECHNICIAN (100%)
TEMPORARY**

This **temporary replacement full-time position** will be available as of July 2, 2019 at the ACCESS Career Training and Continuing Education Center located at 163 Cleghorn, St-Lambert.

NATURE OF WORK:

The principal and customary work of an employee in this class of employment consists in performing various technical tasks related to the management of human and financial resources, development and implementation of standards and activities related to administrative operations. As part of his or her duties, the employee may assist professionals and senior staff.

CHARACTERISTIC FUNCTIONS:

The primary function of this individual is to provide support in terms of Vocational declarations, manage permanent code requests for Vocational students and oversee the RAC (Reconnaissance des acquis) dossier. The employee is to be called upon to meet with incoming candidates and guide them through the RAC process, as well as promotion of RAC, meeting potential candidates and participating in frequent meetings and open houses. The employee may be called upon to assist in overseeing building issues in the Centre, and may be required to assist in registrations and entering schedules during peak periods.

He or she develops and adapts work methods and procedures and oversees their application in the context of the delivery of the current activities in certain sectors.

He or she works with others on the analysis of needs in material resources, participates in developing standards and oversees their application.

He or she applies or adapts management techniques to the delivery of specific administrative activities and current operations. He or she prepares reports intended for the organizations concerned and ensures the distribution.

He or she uses a computer and the necessary software to perform his or her duties. He or she conducts research on the Internet and may be required to assist a staff member with software specific to his or her work.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

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

REQUIRED QUALIFICATIONS:

Hold a Diploma of College Studies in Business Administration with an option appropriate for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

OTHER REQUIREMENTS:

Excellent knowledge of English and French, spoken and written.

Excellent computer skills with ability to master technical programs.

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

SCHEDULE: From Monday to Friday, from 8:00 a.m. to 4:00 p.m. with a 60-minute meal break.

SALARY: \$778.05 to \$1,016.75 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 June 19, 2019** to Human Resources, by mail or by e-mail at 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.

2019.06.10/lt

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