

NOTICE NO: 198

**POSTING:
2019.06.13**

**OFFICE AGENT, CLASS I – 40%
HUMAN RESOURCES**

This **regular part-time** position will be available as of July 2, 2019 in the Human Resources Department of the Administrative Centre located at 7525, chemin de Chambly, St.-Hubert.

NATURE OF WORK:

Performs a variety of administrative duties of a complex nature according to established methods and procedures.

DUTIES:

- Responsible for the various Professional Improvement and Professional Development dossiers including keeping accounting records, making journal entries, reconciling accounts, coding expenditures and compiling budget data;
- Drafts, prepares, creates, verifies and follows up on funding requests, receipts, invoices, purchase orders, statistics, statements, payroll, absences and related documents;
- Ensures that applicable norms and procedures related to his/her responsibilities, are being observed by checking data and collating papers;
- Communicates with people inside and outside the School Board to provide, clarify, or correct information regarding management decisions or to make standards and regulations known;
- Drafts correspondence related to his/her duties;
- Oversees the organization of PIC workshops and health and safety (first aid) training for employees organized by the School Board;
- Will be required to do reception duties, as needed;
- As needed does secretarial work for management staff;
- Uses a computer and necessary software including word processing, database entry, spreadsheets (Microsoft Office) and in-house programs; carries out research on the Internet; uses e-mail;
- Performs any other related duties.

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 at least one (1) year of pertinent experience.

OTHER REQUIREMENTS:

- Have a basic knowledge of office automation;
- A strong knowledge of accounting;
- Excellent verbal and written communication skills in English and French;
- Discretion, excellent organizational skills and the ability to relate well with the public and staff are important assets.

SCHEDULE: From 8:30 a.m. to 12:00 p.m.; Monday, Wednesday, Thursday and Friday.

SALARY: \$290.64 to \$325.08 per 14-hour work week, depending on the qualifications and experience.

Candidates should submit a letter of application along with a 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.

2019.06.12/lt

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