Commission scolaire Riverside
Riverside School Board

Réussir dans les deux langues!
Success in both languages!

Ressources humaines ▪ Human Resources

CORRECTION

NOTICE NO. 119

POSTING: 2020.05.28

OFFICE AGENT, CLASS II (100%)
Replacement

This **temporary full-time** position will be available as of June 25, 2020 at the administrative offices of Riverside School Board located at 7525 chemin Chambly, Saint-Hubert, Quebec, J3Y 0N7

NATURE OF THE TASK:
The principal and customary work of an employee in this class of employment consists in performing a variety of relatively simple administrative duties according to established instructions, methods or procedures and requiring routine decisions based on a limited number of elements.

CHARACTERISTIC FUNCTIONS:
The employee in this class of employment compiles data, performs simple calculations and prepares reports. The employee fills out forms, cards, purchase orders, form letters, notices or any other simple document of the same nature and forwards them, as required. He or she takes and transfers telephone calls; receives and forwards messages and facsimiles; provides information of a general nature on the telephone or in person; greets and, if necessary, directs visitors. He or she drafts notes concerning telephone calls. He or she records answering-machine messages. The employee may be required to enter, in a computer, texts and various data from manuscripts or other sources; he or she verifies the accuracy of the data or any other data contained on a list or document. The employee may be required to carry out supervision in premises where aptitude tests are being administered. The employee may be required to receive, stamp, sort and file mail and ensures its distribution. If need be, he or she may photocopy documents. 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 uses e-mail. He or she may be required to help, on occasion, colleagues with the common software and programs used. He or she may be required to help, on occasion, colleagues with overflow of work. The employee may be required to train new class II office agents. 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.

OTHER REQUIREMENTS:
Have a basic knowledge of office automation.
Excellent knowledge of English and French, spoken and written.

SCHEDULE: Monday to Friday, from 8:30 a.m. to 16:30 p.m. with a one-hour meal break.

SALARY: $699.00 to $729.40 per 35-hour week, according to qualifications and experience.

Candidates should submit their applications in writing with a curriculum vitae, **before 4:00 p.m. on June 3, 2020** 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.

2020.05.27/ko

Français au verso