POSSIBILITY OF EMPLOYMENT – OFFICE AGENT CLASS I

Riverside School Board is seeking available individuals to replace personnel as **OFFICE AGENT CLASS I**, on call. The hiring could eventually result in a regular position.

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 primary function in this position will be registration of students, mark entry and servicing students and agencies as required. 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 basic knowledge of office automation and an excellent knowledge of English and French, spoken and written.

Please send your written request along with your curriculum vitae to:

Human Resources
Riverside School Board
7525, chemin de Chambly
Saint-Hubert (Quebec) J3Y 0N7
E-mail: riversidecv@rsb.qc.ca

Riverside School Board will contact only the candidates who will be chosen for an interview.

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.

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