

EMPLOYMENT OPPORTUNITY



Commission scolaire English-Montréal
English Montreal School Board



HEAD OF ADMINISTRATIVE MANAGER

General Circular No. M-23

Place of Work:	Office of the Director General
Classification:	3
Salary Rate:	\$69 747 to \$92 995
Start Date:	Determined by the Board
Immediate Superior:	Director General

Nature of the Work

The position of Head of Administrative Manager entails the responsibility of the administrative, technical and manual activities pertaining to the daily operations of the office of the Director General of the School Board. The position includes in particular the following responsibilities:

- Providing administrative support to the Director General and Council of Commissioners
- Maintaining strict confidentiality of documentation and information
- Managing the Director General's calendar and agenda
- Managing the budget of the department including the ADGESBQ recruitment and retention project (EMSB fiduciary Board)
- Receiving correspondence and documentation including ministry requests (ie: collecte-info) and redirect to the appropriate individual or service as required
- Receiving, distributing and forwarding mail and emails
- Preparing and transmitting letters, directives, and memoranda, as required by the office of the Director General
- Communicating on behalf of the Director General with the Ministry, other school boards and service centres, the Council of Commissioners, Directors of Services, Principals, Professionals and Support Staff
- Handle administrative arrangements including conference registrations, travel and accommodation bookings, and expense reimbursements
- Acting as recording secretary for various administrative committees
- Organizing material for meetings including advising the participants
- Review and verify documentation prepared for the Director General's signature
- Coordinating between the office of the Director General and the Office of the Assistant Directors General
- Any other related duties, as required

Requirements and Qualifications

- Diploma of college studies in a relevant field of studies, preferably in Business Administration and four (4) years of relevant experience OR Secondary V diploma with five (5) years of relevant experience
- Fluency in French and English (oral and written)
- Ability to maintain a high level of discretion and confidentiality
- Ability to demonstrate a high level of autonomy, professionalism, initiative, and organization
- Excellent interpersonal skills
- Proficiency in the Microsoft Office Suite, including Word, Excel, PowerPoint, Teams, and Outlook
- Ability to work extended hours, as required

To view job description as outlined in the classification plan [click here](#)

Interested candidates should send their letter of interest and curriculum vitae to jobs@emsb.qc.ca to the attention of Ms. Ann Watson, Director of the Human Resources Department,

by Friday, June 26, 2026 at 4:00 p.m.

Please refer to the circular number in your letter of application.

Only candidates chosen for an interview will be contacted by the English Montreal School Board.

Tests may be administered in order to assess candidates' skills.

The masculine gender was used in this posting to facilitate the reading.

The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples.



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