EMPLOYMENT OPPORTUNITY

Commission scolaire English-Montréal
English Montreal School Board



OFFICE AGENT, CLASS II

Place of Work:	Galileo Adult Education Centre
Status:	100% - 12 months
Salary Rate:	$45,318.00 to $47,229.00 plus evening shift premium
Start Date:	Determined by the Board
Schedule:	1:30 p.m. to 9:30 p.m. – Monday to Thursday 8:00 a.m. to 4:00 p.m. – Friday
Immediate Superior:	Principal

Nature of the 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.

Requirements and Qualifications

- 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
- One (1) year of pertinent experience
- Fluency in English (both oral and written) and working knowledge of French
- Knowledge of Microsoft Office
- Knowledge of GRICS system, specifically Jade and Charlemagne is considered and asset
- Ability to mulit-task and be customer service oriented
- Ability to work under pressure
- Excellent communication and organizational skills
- Ability to work accurately with minimum supervision
- Ability to help with general registration (day and evening)
- Ability to work overtime as needed

Testing and Interview

The Human Resources Department will contact the selected applicants to undergo testing sessions related to the post. Only the applicants who successfully pass the tests will be convened for an interview.

To view the job description as outlined in the classification plan **click here**
or visit their website **http://cpn.gouv.qc.ca/cpnca/en/negociations/plan-de-classification/personnel-de-soutien/**

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

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.