

2009-2010
School Year

Applications are invited for the following position...

Temporary Secondary Administrative Assistant

**Queen Elizabeth District High School
(7 hours per day/12 months per year)**

Rate of pay: \$18.63/hour to \$21.87/hour

File #N-0910-18

Under the direction of the Principal or designate through the Head Administrative Assistant, you will ensure the efficient operation of the secondary school office as well as specific functions required by the school or Board Offices. Involvement with students, staff, parents, and stakeholders will occur on a daily basis.

A High School diploma is required; college diploma in a secretarial/office administration discipline preferred. Equivalent qualifications and/or expertise as determined by the Human Resources Manager may be considered. Proficient in Windows and MS Office, you are willing and able to acquire skills in data base, accounting, banking, and other related software. You have excellent office skills, are able to deal with tact and sound judgement in both oral and written communications with students, staff, and the public, and to organize and complete work assignments with minimum supervision, independently and in a team environment. Secretarial experience is an asset, experience in an education environment is preferred.

Please reply by **Tuesday, December 1st, 2009** to: **Judy Lynch, Human Resources Officer, Keewatin-Patricia District School Board, 79 Casimir Ave., Dryden, Ontario P8N 2Z6**
E-mail: Judy.Lynch@kpdsb.on.ca Tel: 807-223-5311 ext. 249
Fax: 807-223-1299

Confidential information provided by applicants will be used for the purposes of this competition only and will be protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

We thank all applicants; however, only those to be interviewed will be contacted.

This board is an equal opportunity employer.



***Keewatin-Patricia
District School Board***

www.kpdsb.on.ca