



The Eastern Shores School Board is seeking applications from interested candidates for the following position: **Administration Technician (4211)**

POSTING #	ESSB-S23-03
WORKPLACE	ESSB Board Office - To be determined
STATUS	Regular, full-time
WORK SCHEDULE	Monday to Friday
WORKLOAD	35 hours per week 80 % HR Department & 20 % School Org. Department
HOURLY RATE	Between \$24.21 to \$32.32
IMMEDIATE SUPERIOR	HR Director & School Organization Director
START DATE	To be determined
DATE OF POSTING	April 22, 2024
DEADLINE FOR APPLICATIONS	May 8, 2024

NATURE OF WORK

The principal and customary work of an employee in this class of employment consists in performing various technical tasks related to the management of human resources regarding various hiring and staffing processes for teaching, professional and support staff for the school board, as well as the development and implementation of standards and activities related to administrative operations. It may encompass some instrumental duties related to the hiring of management staff. As part of his or her duties, the employee may assist professionals and senior staff.

CHARACTERISTIC FUNCTIONS

In the area of human resources management, the employee, in this class of employment, participates in the recruitment and promotion process by conducting interviews, participating in examining boards, verifying or determining the academic and professional qualifications of candidates based on standards, ensuring the authenticity of documents produced, checking work history, organizing examination sessions, administering tests and other required examinations; he or she greets new employees and informs them of the general working conditions, particularly by organizing and conducting information sessions; participates in drafting job descriptions by conducting field studies and interviewing staff; informs staff of various matters dealing with collective agreements or any other regulation concerning human resources management and participates in their application.

MORE SPECIFIC FUNCTIONS

- Staffing (annual staffing and needs throughout the school year);
- Interpretation and application of clauses, rules, and conditions of policies and/or collective agreements and ensure its respect;
- Participation in the hiring processes, including hiring letters, calculation of salary step, etc.;
- Collaboration with the payroll team on any personnel changes or hires;
- Responsible for the HR department reports and statistics, in collaboration with other departments;
- Responsible for creating new tools to ensure/improve the workflow of the HR department;
- Expertise with computer software (Microsoft, Adobe, etc.), and ability to support co-workers;
- May be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations.





REQUIRED QUALIFICATIONS

Schooling

Hold a Diploma of College Studies in *Techniques de l'administration générale* (Business Administration) or Office Automation or a specialty related to Human Resources Management or Administration. A combination of a Diploma of College studies and a Certificate in Human Resources or Administration could be considered.

Other requirements

- Have a very good understanding of English and capable of drafting documents in English and French;
- French oral, reading and writing;
- Superior knowledge of WORD, ACCESS and EXCEL;
- Very good skills with computer systems;
- Great ability to work under pressure and meet deadlines set by collective agreements and payroll;
- Above-average ability to deal with employees, principals, and syndical staff in a professional manner;
- Superior organizational skills and attention to details;
- Ability to develop new tools to improve existing processes;
- Able to carry out the responsibilities and duties of the job with minimal supervision;
- Ability to work as part of a team;
- Willing to work additional hours during very busy periods;
- Excellent interpersonal and communication skills;
- Must respect confidentiality and exercise discretion;
- Knowledge of the GRICS *Paie et GRH* software would be a strong asset.

****Interested candidates should forward their curriculum vitae, transcripts and diplomas, indicating in the subject the posting number, [ESSB-S23-03](#), to job.opportunity@essb.qc.ca.****

Eastern Shores School Board is committed to equal access to employment and encourages applications from women, Aboriginal peoples, visible minorities, ethnic minorities and persons with disabilities. ESSB will only contact the candidates selected for interviews.

