



The Eastern Shores School Board is seeking applications from interested candidates for the following position: **EXECUTIVE SECRETARY (4111) – Educational and Complementary Services**

POSTING #	ESSB-S24-09	<u>INTERNAL</u>
WORKPLACE	ESSB Board Office – Educational and Complementary Services 40 rue Mountsorrel, New Carlisle, QC G0C 1Z0	
WORKLOAD	35 hours per week	
WORK SCHEDULE	Monday to Friday	
STATUS	Regular full-time	
HOURLY RATE	Between 24.56 \$ and 28.33 \$ per hour	
IMMEDIATE SUPERIOR	Director of Educational and Complementary Services	
START DATE	January 6, 2025	
DATE OF POSTING	November 28, 2024	
DEADLINE FOR APPLICATIONS	December 12, 2024 (4:00 PM)	

NATURE OF THE WORK

In addition to the duties defined in the class of employment of secretary, the principal and customary work of an employee in this class of employment consists in performing, in a relatively autonomous manner, secretarial duties of a complex nature for one or more persons.

CHARACTERISTIC FUNCTIONS

You can find the characteristic functions in the Classification Plan at this address:

<https://cpn.gouv.qc.ca/cpnca/negociations/plan-de-classification/personnel-de-soutien/> (p.84).

REQUIRED QUALIFICATIONS

Hold a Diploma of Vocational Studies in Secretarial Studies, a Secondary School Diploma or a Diploma or an Attestation of studies recognized as equivalent by the competent authority and have four (4) years of pertinent experience.

SKILLS AND COMPETENCIES

- ✓ Good interpersonal and communication skills
- ✓ Thoroughness and attention to detail - Initiative - Meeting deadlines
- ✓ Proactivity, autonomy and organizational capacity
- ✓ Capacity to properly transfer information – To respond to requests effectively and promptly
- ✓ Ability to oversee systems and design effective methods/tools

SPECIFIC REQUIREMENTS

- ✓ Fluency in English and French (oral and written)
- ✓ Excellent knowledge of the Microsoft Office suite (Word, Excel, Publisher, Outlook)
- ✓ Knowledge of Adobe
- ✓ Knowledge of networks and key partners (MEQ, CISSS, etc.)



418-752-2247



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- ✓ Ability to manage multiple files at once
- ✓ Ability to digitalize files and maintain digital files
- ✓ History of agenda design/creation and minute taking on department committees
- ✓ Ability to format and proofread documents
- ✓ Ability to collaborate with team members in other departments

Interested candidates should forward their curriculum vitae by email to job.opportunity@essb.qc.ca, indicating the posting number **ESSB-S24-09.**

We thank all applicants for their interest.

Only those selected for interviews will be contacted.

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.

