



The Eastern Shores School Board is seeking applications from interested candidates for the following position: **OFFICE AGENT, CLASS I (4102)**.

POSTING #	ESSB-S26-02
WORKPLACE	Eastern Shores School Board Head Office 40 Mountsorrel Street, New Carlisle, G0C 1Z0
STATUS	Regular
WORKLOAD	35 hours per week
HOURLY RATE	From \$25.61 to \$28.65 per hour
WORK SCHEDULE	Monday to Friday
IMMEDIATE SUPERIOR	Director of Human Resources
START DATE	July 6, 2026
DATE OF POSTING	June 9 2026
DEADLINE FOR APPLICATIONS	June 26 2026 – 4pm

NATURE OF WORK

The principal and customary work of an employee in this class of employment consist in performing a variety of administrative duties of a complex nature according to established methods and procedures.

CHARACTERISTIC FUNCTIONS

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

<https://cpn.gouv.qc.ca/cpnca/en/negotiations/plan-de-classification/personnel-de-soutien/> (p.61).

REQUIRED QUALIFICATIONS

Schooling

Hold a Diploma of Vocational Studies in an appropriate specialty for the class of employment, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority and have one (1) year of pertinent experience.

Other Requirements

- Bilingual (French and English)
- Good knowledge of Microsoft office (Word, Excel, Outlook)
- Good interpersonal and communication skills
- Resourcefulness, proactivity and autonomy

*Skills tests will be administered to candidates invited for an interview.

Interested candidates should forward their curriculum vitae, transcripts and diplomas, indicating in the subject the posting number, **ESSB-26-02**: to job.opportunity@essb.qc.ca

We thank all applicants for their interest. Only those selected for an interview 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.

