



The Eastern Shores School Board is seeking applications from interested candidates for the following position: **OFFICE AGENT, PRINCIPAL CLASS (4101)**.

POSTING #	ESSB-S26-04
WORKPLACE	Eastern Shores School Board 40 Mountsorrel Street, New Carlisle, QC G0C 1Z0
STATUS	Regular
WORKLOAD	35 hours per week
HOURLY RATE	From \$26.51 to \$32.44 per hour
WORK SCHEDULE	Monday to Friday
IMMEDIATE SUPERIOR	Director of Human Resources
START DATE	September 8, 2026
DATE OF POSTING	August 10, 2026
DEADLINE FOR APPLICATIONS	August 21, 2026 – 4pm

NATURE OF WORK

The principal and customary work of an employee in this class of employment consists in organizing, coordinating and monitoring the work performed by his or her team composed of administrative support staff. This class of employment also includes employees who perform principally, and customarily highly specialized work characterized by the complexity, expertise and autonomy required.

CHARACTERISTIC FUNCTIONS

You can find the characteristic functions in the Classification Plan at this address:
<https://cpn.gouv.qc.ca/cpnca/en/negociations/plan-de-classification/personnel-de-soutien/> (p.62).

REQUIRED QUALIFICATIONS

Schooling and Experience

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 six (6) years of pertinent experience.

Specific Requirements

Bilingual (French and English), good knowledge of office automation, proactive and good organizational skills.

TESTS

Verification of the required qualifications may be done by means of tests and/or an interview.

Interested candidates should forward their curriculum vitae, transcripts and diplomas, indicating in the subject the posting number, **ESSB-S26-04**, 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.

