



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

POSTING #	ESSB-S26-04	2 nd Posting
WORKPLACE	Eastern Shores School Board 40 Mountsorrel Street, New Carlisle, QC G0C 1Z0	
STATUS	Regular	
WORKLOAD	35 hours per week	
HOURLY RATE	From \$26.54 to \$32.47 per hour	
WORK SCHEDULE	Monday to Friday	
IMMEDIATE SUPERIOR	Director of Human Resources	
START DATE	Immediately	
DATE OF POSTING	September 22, 2026	
DEADLINE FOR APPLICATIONS	Until filled	

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.

