The Eastern Shores School Board is seeking applications from interested candidates for the following position: SCHOOL/CENTER SECRETARY (4116)

POSTING #	NL-S26-01 2nd Posting
WORKPLACE	Northern Lights Adult and Vocational Education Center 75 Rue Père-Divet, Sept-Îles, QC G4R 3P2
WORKLOAD	10 hours per week
STATUS	Regular part-time
HOURLY RATE	Between $26.18 and $31.09, according to experience
IMMEDIATE SUPERIOR	Center Coordinator
START DATE	Immediately
DATE OF POSTING	November 3, 2026
DEADLINE FOR APPLICATIONS	Until filled

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 ensuring, as instructed or in conjunction with others, the smooth operation of the school or centre by assuming the responsibility and coordination of the administrative tasks of school or adult education or vocational training centre secretaries.

In the field of "school" management

- Receptionist tasks and greet the clientele
- Inform and assist staff and visitors

Pedagogical management

- GPI Software

Payroll

- Substitute management (extra & replacements)
- Monitoring and following up on absences (report & entry)
- Payroll processing (report & entry)

Finances

- Billing and collection of school effects (GPI software)

School equipment and transport

- Emergency briefcase
- Transportation (reservation, requisition and management of misconduct tickets)

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.71).

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.

Other Requirements

1. Have a basic knowledge of office automation.
2. Hold a certificate dated no more than three (3) years attesting to the successful completion of:
   a) a standard first aid course of a minimum eight (8)-hour duration;
   b) a refresher course of a minimum six (6)-hour duration updating the skills acquired in the course mentioned above.

SKILLS AND COMPETENCIES

- Good interpersonal and communication skills.
- Thoroughness and attention to detail - Initiative - Meeting deadlines.
- Resourcefulness, proactivity and autonomy.
- Great organizational skills.
- Great communication skills.

SPECIFIC REQUIREMENTS

- Fluency in English and French (oral and written).
- Excellent knowledge of the Office suite (Word, Excel, Publisher, Outlook).
- Accounting experience/schooling will be considered as an asset.
- Demonstrate an ability to invest in a work team.
- Ability to manage multiple files at once.
- Skills test may be required.

Interested candidates should forward their curriculum vitae, indicating in the subject the posting number, NL-S26-01 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.