

# CASUAL SCHOOL ADMINISTRATIVE ASSISTANT

**School/Location:** Anglophone North School District (ASDN)

**Category:** ECE, EA and Support Staff

**Internal/External:** External

**Union:** CUPE Local 2745

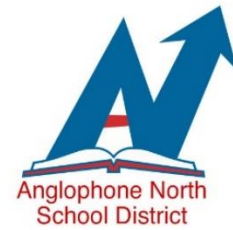
**Job Type:** Casual

**Salary:** \$32.98 + 4% vacation pay

**Hours:** Up to 36.25 Hours per Week (Shifts available Monday to Friday)

**Reports to:** Principal

**Location:** Opportunities will be distributed between ASDN schools



## Description

This is routine administrative work in a school under the supervision of a senior school administrative assistant, principal or designate. Work involves administrative support duties such as; typing, keyboarding, preparing correspondence, reports, memoranda, forms, tables and charts from drafts, copies or dictation; composing, typing and in some cases, signing routine or form correspondence; preparing, processing and auditing basic reports, records and other documents; gathering and compiling statistics; operating a full range of office equipment; preparing and maintaining files and records; performing receptionist duties; opening, sorting and allocating mail; performing inventories and preparing requisitions for supplies; distributing supplies; demonstrating standard office procedures to new or temporary employees; and answering factual questions regarding day-to-day office activities and school procedures. Work may include computer operation such as data entry on students' records, processing, and retrieval.

Other related responsibilities may be assigned from time to time as may become necessary to the operation of the school.

## Qualifications

Post-secondary training and/or experience in a related field such as Administrative Assistant, Executive Assistant, Administrative Professional. Must have the skills required to work successfully in a Microsoft Office environment.

## Mandatory Documents

- Resume
- Criminal Record Check including Vulnerable Sector Check - no more than one (1) year old.

## How to Apply

Applying online is a simple process! Just follow these steps to create an online portfolio and apply for jobs:

- Register at <https://ASDN.simplification.com/>
- Create Your Portfolio (upload Resume & Criminal Record Check)
- Apply for jobs

If you require assistance with creating your account, or uploading documents, please contact Apply to Education at 1-877-900-5627 or [info@simplification.com](mailto:info@simplification.com).

*Thank you in advance for applying. Only those selected for an interview will be contacted.*

*We are an Equal Opportunity Employer and promote a scent-free environment.*