



**COMMISSION SCOLAIRE WESTERN QUÉBEC
WESTERN QUÉBEC SCHOOL BOARD**

**OFFICE AGENT CLASS I
REPLACEMENT FULL TIME (35 HOURS PER WEEK)
HUMAN RESOURCES – BOARD OFFICE**

Nature of the work

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

Characteristic functions

- The employee in this class of employment ensures that the applicable practices, regulations, directives, policies, methods and procedures are respected. To do so, he or she drafts, prepares, creates, verifies and follows up on invoices, purchase orders, receipts, lists and various registers, such as payroll, absence, leave or taxation registers, funding requests, statistics, statements, forms, inventories and any other administrative report, table or document of the same nature; in this context, gathers, validates and compiles the necessary data;
- He or she keeps accounting books, makes journal entries, reconciles accounts, receives payments at a counter, in the mail or by direct payment, makes payments and deposits, codes expenditures, keeps a petty cash and makes purchases of a nominal value; compiles budget data, participates in preparing the budget of a unit or a department and conveys budget balances;
- He or she contacts persons in and outside the school board to obtain or provide information related to his or her duties, determines deadlines, makes practices and regulations known and conveys decisions. He or she drafts correspondence related to his or her duties;
- As instructed, the employee carries out administrative operations related to aptitude tests and administers the tests;
- The employee uses a computer and the various software required to perform his or her duties related to word processing, database entry, spreadsheets and in-house programs; he or she carries out research on the Internet; uses e-mail. He or she may be required to help, on occasion, colleagues with the common software and programs used;
- The employee may be required to train new class I office agents as well as to coordinate the work of support staff;
- The employee answers the telephone, screens and directs calls, relays messages, and provides information to the callers. He or she greets persons entering the organization, directs them to correct destination and deals with queries from the public. He or she also ensures knowledge of staff movements in and out of organization as well as receives and sorts mail and deliveries;
- He or she assists with the coordination of staff recruitment, selection, engagement, and retention;
- The employee creates, distributes and updates a valid list of supply teachers;
- The employee maintains and distributes an active internal list of all volunteers;
- He or she produces attestation of experience letters and confirmation of employment letters;
- The employee produces executive resolution reports pertaining to employee requests including but not limited to leave of absences and retirement;
- The employee drafts and distributes job postings;
- He or she coordinates CPR training;
- The employee manages all matters related to security background checks;
- He or she will be required to process cheque requisitions and purchase orders;
- The employee manages multiple email accounts related to Human Resources inquiries;
- If need be, he or she performs any other related duty.

Required qualifications

- Hold a Diploma of Vocational Studies in a specialty appropriate 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;
- Proven knowledge of office automation.

Other requirements

- Excellent knowledge of Microsoft Office including Word, Access and Excel;
- Experience with PAIE and DOFIN – an asset;
- Knowledge of human resources policies and procedures including but not limited to recruitment, labour relations, compensation and training – an asset;
- Strong understanding of Provincial Collective Agreements and Local Agreements/Arrangements – an asset;
- Excellent knowledge of French and English, spoken and written;
- Ability to work effectively under pressure and within time constraints;
- Proficiency in the use of information and communication technology;
- Demonstrated strong interpersonal skills and the ability to work effectively in a collaborative and consultative team environment.

Working conditions

Salary: \$19.92 – \$22.74 per hour (based on qualifications and experience).

Start Date: February 13, 2019.

End date: June 28, 2019.

**APPLICATIONS MUST BE SENT TO: jobs_emplois@wqsb.qc.ca
(Cover Letter, Resume, scan of Diplomas and Transcripts)**

by 1:00 p.m., February 11, 2019

Subject: (S2019-02-131) Office Agent I – Replacement Full Time – 35 Hours – Human Resources

Att.: Terry Kharyati, Director of Human Resources

Only those candidates chosen for interviews will be contacted.

The Western Québec School Board applies an Equal Access Program and encourages Women, Aboriginal peoples, members of Visible and Ethnic minorities and persons with Handicap to apply.