

EMPLOYMENT OPPORTUNITY



NIAGARA CATHOLIC

ABOUT US

NIAGARA CATHOLIC SERVES MORE THAN 20,000 STUDENTS AND THEIR FAMILIES THROUGHOUT NIAGARA.

LARRY HUIBERS
CHAIR OF THE BOARD

CAMILLO CIPRIANO
DIRECTOR OF EDUCATION

CONTACT INFORMATION

Phone: 905-735-0240
Address: 427 Rice Road
Welland, Ontario L3C 7C1
Email: hr@ncdsb.com

SOCIAL MEDIA

f @NiagaraCatholicDSB
t @niagaracatholic
i @NiagaraCatholicDSB

PRIVACY STATEMENT

Personal information about applicants is collected under the authority of Section 171 (10 (3) of the Education Act RSO 1990 and will be used to assess the suitability of applicants for employment with Niagara Catholic District School Board and to establish payroll and benefit files for the successful applicant. The successful candidate will be required to provide a satisfactory Criminal Records Check as a condition of employment.

ACCESSIBILITY ACCOMMODATIONS

The Niagara Catholic District School Board is committed to accommodating the individual needs of job candidates within our recruitment processes, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). If you are contacted by the Niagara Catholic District School Board, please advise if you require an accommodation.

Casual Administrative Support

The Niagara Catholic District School Board is currently seeking Casual Administrative Support. Casual Administrative Support staff work on an on call, "as needed" basis, filling in for Secretarial or Administrative staff who are away or on a leave. The position requires a high level of computer literacy in various database programs.

QUALIFICATIONS:

- Grade 12 Diploma
- Excellent secretarial skills
- Excellent interpersonal, oral and written communication skills
- Excellent organizational skills
- Flexibility to accept assignments on short notice
- Thorough computer knowledge and experience using Microsoft Office including Word and Excel
- Experience working with an accounting/bookkeeping system an asset
- Minimum 50 words per minute typing with accuracy
- Minimum 2 years of experience working in an office environment including financial accounting
- Completion of a certificate/diploma in the area of Office or Business administration would be considered an asset

LOCATIONS: Must be able to travel to all locations within the Niagara Catholic District School Board jurisdiction.

CASUAL ADMINISTRATIVE SUPPORT WILL BE EXPECTED TO:

- Act in a confidential and professional manner at all times in working relationships with all school personnel, students, parents and the public
- Able to work in a busy environment independently as well as part of a team
- Perform various administrative office duties, under the general supervision of the school Principal
- Perform attendance administration duties to ensure the safe arrival of students
- Perform data entry and record maintenance duties
- Filing and maintaining confidential information for Principal, Vice-Principal and Teachers.
- Other duties as may be assigned

HOURS PER WEEK: Must be available Monday to Friday for both Elementary and Secondary School hours.

RATE OF PAY: \$16.84 per hour

Interested applicants are invited to apply by forwarding a covering letter and current resume including two references to:

Human.Resources@ncdsb.com

Please include in the subject line, the position(s) you're applying to

Niagara Catholic District School Board
427 Rice Road, Welland, On. L3C 7C1

NOTE: As a condition of employment, the successful candidates will be required to submit a Criminal Reference (Vulnerable Sector Screening) Check and results of a TB Test, prior to the first day of placement.

We thank all candidates for applying however, only those selected for an interview will be contacted.