

OPEN

Posted: June 10, 2019 at 2:30 p.m.

**CATHOLIC DISTRICT SCHOOL BOARD
OF EASTERN ONTARIO**



CUPE #2778 – SL2019

position: SECRETARY – Temporary

location: St. Mary, Carleton Place

**hours of work: 35 hours per week
(10-month)**

salary: \$23.66 per hour

effective: August 26, 2019 – July 3, 2020

Please Note:

Secretarial assignments are based upon student enrolment and are therefore subject to review at the commencement of the school year. Please refer to the attached job description for further information.

Minimum requirements:

- Secondary School Diploma and one (1) year relevant post secondary diploma.
- Experience with Maplewood Attendance and Scheduling and the School Banking program.
- Two (2) years secretarial experience with proficiency in various computer applications such as Microsoft Word, Excel, E-mail and Internet experience.

Send application and curriculum vitae no later than

June 17, 2019 by 4:30 to:

Barb Renaud

Coordinator of Employee Services

fax: (613) 258-3610

e-mail: hr@cdsbeo.on.ca

**CDSBEO IS COMMITTED TO PROVIDING AN INCLUSIVE, ACCESSIBLE AND BARRIER-FREE WORKPLACE.
IF YOU WILL REQUIRE AN ACCOMMODATION DURING THE JOB SELECTION PROCESS,
PLEASE LET US KNOW AND WE WILL WORK TO MEET YOUR NEEDS.**

**Todd Lalonde
Chair of the Board**

**John Cameron
Director of Education**