



The Seven Oaks School Division invites applications for  
**CASUAL ADMINISTRATIVE ASSISTANT**

**JOB BULLETIN - #949-22-900**

<b>DATE POSTED</b>	February 21, 2023
<b>LOCATION</b>	Various Schools – must be able to work on a call-in basis.
<b>HOURS OF WORK</b>	Monday to Friday up to 7 hours per day.
<b>WAGE OR SALARY</b>	\$26.20 per hour

**POSITION SUMMARY**

In the absence of the regular employee, the Casual Administrative Assistant is responsible assisting with the coordination of the daily workload and activities of the school office within the guidelines of the Seven Oaks School Division policy [GCDAS](#).

**DUTIES**

- Provide customer service to students, parents, staff, and community including greet and direct visitors.
- Answer incoming calls on multi-line telephone, direct callers as appropriate, and take and refer messages.
- Coordinate field trip transportation; and verify substitutes, etc.
- Monitor student attendance, maintain student records, and assist with registering new and transfer students.
- Receive and receipt monies.
- Operate a variety of office equipment and perform data entry, word processing, spreadsheet, and database functions.
- Generate reports and other required information.
- Sort and distribute mail (internal and external)
- Order supplies, materials, and repairs as necessary.
- Monitor students in office area.
- Comply with all divisional policies and procedures.
- Perform related duties as per policy GCDAS.

**REQUIRED AND PREFERRED QUALIFICATIONS**

- Completion of grade 12 or equivalent.
- 1-year Administrative Assistant course or equivalent.
- 2–3 years previous experience.
- Ability to communicate in a professional and courteous manner with students, staff and community.
- Knowledge of Office 365 – Word, Excel, PowerPoint is essential.
- Typing speed 50 wpm (applicants will be required to undergo a typing test during the hiring process)
- Emergency First Aid/CPR Certificate is an asset.
- Must ensure confidentiality at all times.
- Employment is contingent upon the provision of a clear criminal record and child abuse checks.

**APPLICATION PROCESS**

**If interested and qualified, please apply through Job Connect [HERE](#).**

- SOSD is committed to an inclusive and diverse workforce. Reasonable accommodations are available for any candidate who may experience barriers during the interview and assessment process. Please contact human resources to arrange reasonable accommodations.
- We thank all applicants for their interest, however only those selected for further consideration will be contacted.

<b>APPLICATION DEADLINE</b>	Ongoing
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