



The Seven Oaks School Division invites applications for
CASUAL ADMINISTRATIVE ASSISTANT

DATE POSTED	February 18, 2021
LOCATION	Various Schools – must be able to work on a call-in basis.
HOURS OF WORK	Monday to Friday up to 7 hours per day.
WAGE OR SALARY	\$24.49 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, resolve conflict, disseminate information, etc.
- 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 discipline records, and assist with registering new and transfer students.
- Explain documents and requirements and answer procedural inquiries.
- 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.
- Professionally interact with students, staff, and public.
- 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.
- Emergency First Aid/CPR Certificate is an asset.
- Must ensure confidentiality at all times.

APPLICATION PROCESS

Applications consisting of your cover letter, resume and three (3) references are accepted online to applications@7oaks.org.

- Applicants will be required to undergo a typing test during the hiring process.
- We thank all applicants for their interest, however only those selected for further consideration will be contacted.
- Employment is contingent upon the provision of a clear criminal record and child abuse checks.

APPLICATION DEADLINE	Ongoing
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