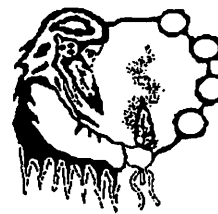


Johnny Therriault School

118 Rolland Road, Aroland First Nation
P.O. Box 40 Aroland, ON P0T 1B0
Tel (807)329-5470 Fax (807)329-5472



EMPLOYMENT OPPORTUNITY

CASUAL SECRETARY (POOL OF CANDIDATES)

SUMMARY: Aroland First Nation is looking for on-call personnel to fill in on a casual basis. Your primary responsibilities will be to provide administrative and clerical support to the Principal and the school. The casual secretary reports to the Principal.

JOB REQUIREMENTS

- Positively interact with guests/visitors, answer routine questions, and refer them to appropriate contact.
- Answer the telephone in a courteous and professional manner.
- Prepare and type a variety of correspondence, records, reports, newsletters, bulletins, and programs.
- Maintain school records and files, and input student /personnel data into the compute as required.
- Monitor students in office area.
- Maintain emergency information on students and staff as required.
- Follow all Aroland First Nation Education Authority policies and school policies and procedures.
- Exercises discretion and confidentiality in dealing with all matters pertaining to students and staff.
- Other duties as assigned

QUALIFICATIONS

- Clear Vulnerable Person Sector Check
- Knowledge of school administrative processes
- Grade 12 or equivalent
- Computer literacy and keyboarding skills of 60 wpm required
- Ability to operate office equipment

Hours of Work: Monday-Friday from 8:30 am to 4:00 pm

Salary: To commensurate with experience and education.

SUBMIT APPLICATIONS TO:

MD. Abdus Salam, Principal
Johnny Therriault School
118 Rolland's Road, Aroland, ON
807-329-5470
By Email: Abdus.salam@jtschool.ca

DEADLINE TO APPLY: ON-GOING

All applicants are thanked in advance for their interest in this position. However, only those selected for an interview will be contacted.