



**GRANDE PRAIRIE AND DISTRICT CATHOLIC SCHOOLS
INVITES APPLICATIONS FOR:
CEC SECRETARY 2
Full-time permanent (40 hrs/wk, 12 months)
Assigned to Transportation & Maintenance Facility**

Job # 130-05-18/19: Full-time permanent CEC Secretary 2 (40 hrs/wk) to begin as soon as possible. Salary range as per the current Collective Agreement is \$22.47 - \$24.50 per hour.

Duties:

- Provide receptionist services to transportation and maintenance supervisors and required
- Assist with answering questions about transportation routing, availability, eligibility and limitations
- Assist in the preparation and distribution of student bus passes
- Assist Director of Facilities with scheduling, billing, invoicing and other duties to ensure efficient maintenance and transportation operations.
- Other duties as assigned by the Director of Facilities

Qualifications:

- Office administration/Basic Accounting diploma preferred and/or 2 to 3 years' experience in a similar position.
- Operating knowledge or willingness to learn PowerSchool, SchoolCash, VersaTrans, and Office 365 software.
- Ability to demonstrate positive interpersonal skills in dealing with parents, staff, partner boards, and external agencies.
- Ability to maintain confidentiality
- Willingness to learn new systems and software tools.

Deadline for applications is Friday, May 17, 2019 by 4:30 p.m.

Successful applicant will have a Police Information Check and Intervention Record Check no older than 6 months.

Interested applicants should forward resumes, complete with references, job posting number and application form #467D (available on our website www.gpcsd.ca) to: Human Resources, Catholic Education Centre, 9902 - 101 Street, Grande Prairie, Alberta T8V 2P4, Phone: (780) 532-3013 / Fax: (780) 532-3430, Email: humanresources@gpcsd.ca.