



Confidential Secretary – Human Resources (Temporary)

Competition #: ESD.CS(T).03.03-HQ

Salary Scale: SB-24 \$34,507.20 – 38,001.60

Description:

This position involves executive level clerical and administrative support duties to the Human Resources Management Team and requires a high degree of confidentiality. The successful candidate will liaise with educational and support personnel in the Eastern School District and other agencies at the District and regional levels. Duties will include clerical, administrative and secretarial support; the management and organization of confidential correspondence, records and reports; and other duties as required by the Senior Management team, Human Resources Managers.

Education Requirements:

All applicants **must** have completed a 2-year Office Administration diploma preferably with a Human Resources Concentration.

Other Requirements:

- Experience working in a computerized office environment
- Thorough knowledge of office procedures
- Proficiency in Microsoft Word, Excel, Power Point and other applicable computer programs
- Strong oral and written communication skills
- Ability to work independently and as part of a team
- Positive interpersonal skills
- Strong organizational ability
- Must obtain and retain a valid certificate of conduct

Interested applicants should submit their cover letter, resume and transcripts, stating competition number, to:

Ms. Allison Beaubien
Human Resources Manager -Recruitment and Benefits
Eastern School District
P.O. Box 64-66, 215 Water Street
St. John's, NL
A1C 6C9
Fax: (709) 758-2706

Closing Date: March 12, 2010