

Medicine Hat Catholic Board of Education

"Showing the Face of Christ to All"



Competition #279 Administrative Assistant - Business Services Central Office (Full Time – 1.0 FTE)

Start Date: August 1st, 2019

Closing date for applications: June 14th, 2019 @ 12:00pm

Medicine Hat Catholic Board of Education is a publicly funded, vibrant part of the public education system in Alberta serving 2600 students in 9 schools with 350 employees. We are dedicated to providing the highest quality Catholic education in faith based classrooms in partnership with *Family, Church and Community*.

Description: The ideal candidate should possess a combination of education and experience to support the Secretary-Treasurer and the Business Services Team for the Catholic School District.

The ideal candidate should possess the following skills/abilities:

- A recognized secretarial and or office technology program is preferred, however, a combination of education, experience, training, self-directed learning, or certified courses will be strongly considered.
- Strong working knowledge of computer operations and Microsoft Office applications including Publisher; Simply Accounting, Extranet (Sharepoint).
- Excellent interpersonal and communication skills, both verbal and written, with the ability to communicate in a professional manner at the level appropriate to the situation.
- Self-directed and organized with a strong sense of team.
- Strong analytical skills with attention to detail.
- Exhibit high ethical and professional standards in respecting privacy of confidential information.
- Polite and pleasant personality with an ability to work well under pressure in a multi-task environment.

Duties will include but are not limited to:

- This position carries a significant public relations responsibility that reaches Students, Parents, Teachers, Administrators and other District personnel.
- This is a multi-task administrative support assignment for Business Services working in the areas of Transportation, Insurance and Accident Reporting, Occupational Health & Safety (OH&S) and MH Catholic Schools' Education Foundation including Grants and Scholarships. This Position coordinates the annual Foundation Golf Tournament.
- Day to day general office support including meeting co-ordination.

As part of a commitment to Catholic education for the students of the Medicine Hat Catholic Board of Education, and as a condition of employment, an individual taking employment within the District, will undertake to follow, both in and out of your employment with the District, a lifestyle and deportment in harmony with Catholic Church practices and beliefs which include, among other things, living in harmony with the principles of the Gospel and teachings of the Catholic Church.

For more information, please contact: Mr. Greg MacPherson, Secretary Treasurer at (403) 502.8360 or email greg.macpherson@mhcbce.ab.ca;

Please reply with Cover Letter, Resume and a Support Staff Application Form, along with three reference contacts from persons in a position that have observed the leadership skills of the applicant. Applicants should include an up to date pastoral reference. Application forms can be found online at www.mhcbce.ab.ca under Human Resources/How to Apply.

Application Package will be accepted by:

- 1: E-mail; resumes@mhcbce.ab.ca or;
- 2: Hand delivered; Attention Lore Luca

Medicine Hat Catholic Board of Education
1251 - 1st Avenue SW, Medicine Hat, Alberta T1A 8B4

Great Schools – Fantastic Staff – Exceptional Programming
We thank all those that apply. Only those selected for an interview will be contacted.