

Medicine Hat Catholic Board of Education



Competition #382

Administrative Assistant - Business Services

(1.0 FTE/35 hours per week)

Catholic Education Centre

Start Date: August 3, 2021

Closing Date for applications: April 23, 2021 @ 12:00 pm

Located in Southeastern Alberta Medicine Hat Catholic Board of Education is a publicly funded, vibrant part of the public education system in Alberta serving 2500 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 Division.

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 Suite applications including Publisher and SharePoint; and Versatrans (transportation software)
- Simply Accounting/bookkeeping experience including bank reconciliations
- 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
- Able to work with a high level of independence as well as a demonstrated ability to work effectively within a team environment
- Strong organizational and 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 Division personnel
- This is multi-task administrative support assignment for Business Services working in the areas of Transportation, Insurance, Occupational Health & Safety (OH&S) and Accident Reporting and MH Catholic Schools' Education Foundation including Grants. This position coordinates the annual Foundation Golf Tournament.
- Responsible for project planning, enrollment reporting and the coordination of enrollment audits
- Reception duties and day to day general office support

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 Division, will undertake to follow, both in and out of your employment with the Division, 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.

Reply with Cover Letter, Resume, and a Support Staff Application Form, along with current pastoral reference (if available). Please reference the Competition # on the cover letter. Application forms can be downloaded from the website: www.mhcbce.ab.ca under the Human Resources / How to Apply section, or picked up at the Catholic Education Centre. A Criminal Records Check and Alberta Child Services Intervention Record Check will be required upon commencement of employment.

Medicine Hat Catholic Board of Education actively recruit individuals who are motivated and able to demonstrate through their own faith journey; a commitment to nurturing faith in our schools.

For more information, please contact Mr. Greg MacPherson, Secretary Treasurer at (403) 502-8360.

Please email or hand deliver application packages to Human Resources
Medicine Hat Catholic Board of Education
1251 – 1st Avenue SW, Medicine Hat, Alberta T1A 8B4
E-mail: resumes@mhcbce.ab.ca, Fax: (403) 529-0917

Great Schools – Fantastic Staff – Exceptional Student Programming

We thank all those that apply. Only those selected for an interview will be contacted.