

Medicine Hat Catholic Board of Education



Competition #420 Administrative Assistant 1.00 FTE – 7 hours/day weekdays, 35 hours/week at the Catholic Education Centre

Start Date: October 4, 2021

Closing Date for Applications: September 27, 2021 at noon

Medicine Hat Catholic Board of Education is a publicly funded, vibrant part of the public education system in Alberta serving 2700 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 Catholic Education Centre team

The successful candidate must:

- Work with a strong team to perform a diverse range of Finance/HR administrative functions under the direction of the International Education Coordinator and/or Central Office Designate
- Provide reception duties and office support to the Catholic Education Centre
- Provide great customer service through visitor interactions (in-person and telephone) and refer inquiries when needed
- Assist in processing International Education Applications and medical insurance plans
- Maintain International Education forms and share appropriately with schools
- Attend meetings for the International Education program as required (i.e. orientation)
- Must have exceptional organizational and time management skills and be capable of working in a fast-paced, multi-task, team-oriented environment
- Possess excellent interpersonal skills with an ability to communicate with community members, school staff, students, parents and central office personnel

Qualifications and Skills:

- Business Administration diploma, or relevant post-secondary education relating to international education/reception/finance, or a combination of education/experience required
- Extensive experience with graphic design, Adobe Acrobat, Microsoft Suite, Google suite and willingness to grow knowledge through professional development an asset
- Strong knowledge of computerized accounting/bookkeeping an asset

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 [Support Staff Application Form](#), along with current pastoral reference (if available) to resumes@mhcbce.ab.ca. Please reference the Competition # on the cover letter. A [Criminal Records Check](#) and [Alberta Child Services Intervention Record Check](#) will be required upon commencement of employment.

Visit us at [Medicine Hat Catholic Board of Education](#)

Great Schools – Fantastic Staff – Exceptional Student Programming

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