

Medicine Hat Catholic Board of Education



Competition #470

Administrative Assistant 1.00 FTE with Facilities and Operations 7 hours/day weekdays (7:00a.m. – 3:00p.m.), 35 hours/week at the Catholic Education Centre

Start Date: When suitable candidate is found

Closing Date for Applications: January 4, 2023 at noon

Medicine Hat Catholic Board of Education is a publicly funded, vibrant part of the public education system in Alberta serving 2900 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 the maintenance team to perform a diverse range of administrative functions under the direction of the Facilities and Operations Supervisor
- Monitor the Asset Planner software system for all incoming and completed work requests
- Manage forms for the Facilities and Operations team
- Collect and monitor utility consumption within MHCBE buildings
- Schedule replacements for absent custodial staff
- 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
- Other duties as assigned

Qualifications and Skills:

- Business Administration diploma, or relevant post-secondary education, or a combination of education/experience required
- Experience with occupational health and safety/Workers Compensation Board an asset
- Knowledge of computerized accounting/bookkeeping an asset
- Competent in the use of technology (Google and Microsoft Suite)

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 [Police Information Check](#) including Vulnerable Sector Search and [Alberta Children's 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.