



ST. MARGARET'S
SCHOOL

Clerical On-Call

Auxiliary
Posting # 1819071

External / Internal Posting

Today's Date March 8, 2019 | Closing Date March 22, 2019

Hours

Monday to Friday
A variety of shifts as needed

Salary

\$18.65 - \$20.62 per hour
depending on years of service at SMS

This is a bargaining unit position in the Professional Employees Association

Summary

St. Margaret's School is looking for an energetic and motivated **Clerical On-Call** to work collaboratively with other members of the team, including support for the Receptionist and Administrative Assistants. The role will be responsible for a wide variety of clerical office duties in support of school administration, school store and scheduling TOCs. This includes coordinating and communicating school office activities, administering school correspondence, greeting and screening visitors, answering and referring inbound telephone calls, and as appropriate scheduling appointments.

Job Duties include

- As a front-line worker, present a positive and professional image of the organization to all visitors, suppliers, inquiries, and other interactions
- Respond to telephone, e-mail, and in-person inquiries from community members and the public
- Refer all inquiries to the appropriate individuals, or departments across the organization
- Take and record telephone, e-mail, or written messages for staff members and use of PA (Public Announcement) System
- Type forms, letters, reports, and memos as necessary
- Organize, maintain, and coordinate office records and files in their proper locations
- Arrange and book meetings in boardrooms, off-site conference halls, and other locations; ensure the appropriate presentation equipment is there
- Provide information to staff and/or clients about special activities
- Ensure all forms and reports are completed as needed
- Ensure that the appropriate evacuation procedures are carried out in the event of an emergency
- Observe and report any security issues to the Office Manager
- Receive and distribute all forms of paper correspondence
- Administer and manage inbound/outbound mail, including priority post, packages, courier services, and other correspondence
- Maintain the reception in a tidy and presentable manner
- Liaise with departmental and corporate officials and with other organizations and associations on behalf of the Principals
- Maintain a high level of confidentiality in all interactions

- Maintain and monitor office supply inventory levels and place orders as required
- Process maintenance requests
- Maintain student records, including daily attendance
- Set up weekly coffee mornings for parents
- Compile and compose Staff Weekly Bulletin
- Monitor duty schedule for School staff; respond to daily on-the-spot problems in the duty schedule; perform duties as needed
- Assist and comfort students with minor injuries or illness
- Monitor and maintain lunch card system
- Other duties, relevant to the position, shall be assigned as required

Requirements and Qualifications include

- Secondary School Diploma required
- Business Technology Certificate or relevant field preferred
- 3-5 years of experience as a Receptionist or Administrative Assistant considered an asset
- Maintain a positive and professional image at all times
- Computer literate and proficient use of various office based software including Microsoft Office
- Superior typing skills
- Able to write simple correspondence, including memos, letters, etc
- General mathematical skills
- Ability to apply understanding to carry out instructions in written, verbal, or diagram form
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items
- Able to maintain filing systems and basic databases
- Excellent analytical and problem solving skills
- Meticulous records maintenance skills
- Superior telephone manners and strong interpersonal skills
- Strong written and verbal skills to communicate with all levels of the school
- Strong customer service orientation

Work Conditions

- Ability to communicate efficiently, effectively and accurately with all members of the school community
- Ability to interact with children, parents, staff, Administrators and the public is required
- Busy office setting, fast-paced environment
- Lifting or moving up to 20 lbs may be required

Interested candidates are invited to submit an application package, which includes a covering letter, curriculum vitae, and professional references (in Word or pdf format), quoting the **Posting # 1819071, by March 22, 2019** to:

Human Resources
St. Margaret's School
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Email: careers@stmarg.ca