

Posting #2788667

## TEMPORARY / CASUAL SECRETARIAL and CLERICAL SUPPORT STAFF (THR<sub>s</sub>)

The Waterloo Region District School Board is accepting applications on an on-going basis for Temporary/Casual Secretarial and Clerical Support Staff. The assignments may be located at any of the schools in our region and at the Education Centre and require flexible availability. Successful applicants will be contacted and will undergo secretarial skills testing and an interview process.

**Wage Rate:** \$16.46 per hour

### **Applicants must have:**

- A Secondary School Graduation Diploma or equivalent education and experience
- Working knowledge of Microsoft Office products including Word, Excel in a Windows XP computer environment
- Excellent interpersonal skills
- Ability to work collaboratively as a member of a team
- Effective written and oral communication skills
- Willingness to acquire skills in Board specific programs e.g. Trillium
- 2-5 years of recent working experience in an office environment
- Availability to accept assignments on a casual basis during the day and with short notice
- Preference will be given to applicants with prior secretarial experience in an educational setting

### **Experience in the following areas would be an asset:**

- Customer service
- Library
- Reception/Switchboard
- Accounts Payable/Receivable or Payroll (accompanied by secretarial experience)

**\*\* A suitable Vulnerable Sector Criminal Reference Check is a requirement of the job and is REQUIRED to attend the THR Orientation. Please note Criminal Reference Checks may take several weeks to obtain from point of request\*\***

Applications are accepted on an ongoing basis. We thank all applicants for their interest but regret that **only successful candidates will be contacted**. Please note that applications are kept on file for 6 months. No phone calls please. *Please indicate on your resume where you have heard about this opportunity.*

Candidates are asked to submit a covering letter and resume to:

Waterloo Region District School Board  
c/o Laurie Pett  
Human Resources, Education Centre  
51 Ardel Avenue, Kitchener, ON N2C 2R5

The WRDSB is committed to equity for all students and staff, and to delivering the highest quality education through a qualified workforce that reflects the diversity of the communities we serve. Upon request, we will provide reasonable accommodations in the hiring process to support applicants with disabilities.



51 Ardel Avenue  
Kitchener, ON N2C 2R5  
T: 519-570-0003  
F: 519-742-1364  
wrdsb.ca



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