

## OFFICE SUPPORT STAFF

Supply Rate: \$17.72 to \$19.94 per hour

**After 30 Days: \$23.62 to \$26.59 per hour**

*(Effective August 31, 2019)*

*3.4% statutory holiday pay and 4% vacation pay are added to these rates*

### **GENERAL OVERVIEW**

*Candidates must be available to work 3-5 days per week  
7 hours per day between 8:00 am and 5:00 pm*

Office Staff are required to maintain confidentiality and provide exemplary customer service, possess strong organizational and communication skills and have the ability to multi-task. Candidates must have excellent secretarial and clerical experience and possess proficiencies in MS Office 2010. Travelling to different sites in all areas of the city is a must.

- Customer Service for front-line support including liaising with parents and communities
- Administrative/clerical support
- Data entry
- Records management
- Processing and maintaining student attendance information
- Usage of a variety of computer software including Word, Excel, Publisher, Quicken, SAP & SmartFind Express
- Maintaining budget records and other reports

### **EDUCATION AND EXPERIENCE**

- Community College diploma (i.e. Business Administration, Human Resources, Office Administration)
- At least two years' related office experience **or**
- Grade 12 diploma with several years of related experience

*Only applicants selected for an interview will be contacted. The Toronto District School Board adheres to equitable hiring, employment and promotion practices. We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.*