



**Our Vision:** *We imagine a world where all are empowered to reach their full potential through faith and service.*

**Our Mission:** *The ALCDSB builds faith-filled learning communities where each member is loved, inspired and successful.*

**Our Priorities:** *Faith; Equity and Well-Being; Achievement and Innovation; Resource Management*

**INTERNAL Job Posting Number:**

**CUPE#69-23-24-BOR**

**Job Title:**

**Board Office Receptionist**

*This position is open to all CUPE employees.*

<b>Location</b>	<b>Site</b>	<b>FTE</b>	<b>Assignment</b>
Napanee, ON	Board Office	1.0 FTE Permanent 10-month position	Effective immediately. 7 hours a day, 5 days a week, 35 hours per week.

Reporting to the Executive Assistant to the Director of Education, the Board Office Receptionist is responsible for various clerical and receptionist duties. They are the main point of contact for visitors and staff to the Board Office and assist board office departments with other administrative tasks as required.

**Qualifications:**

- High School Diploma and a secretarial certification from a community college. Consideration will be given to the equivalent combination of education and experience.
- A minimum of two years of receptionist experience.
- Excellent interpersonal skills
- Strong technology skills, knowledge and experience in the use of word processing, database and spreadsheet applications in keeping with latest programs supplied by Board.
- Excellent interpersonal, communication and conflict resolution skills to navigate professional interactions.
- Excellent organizational and time management skills,
- Proven ability to work independently in a confidential environment.

**The board is seeking candidates who demonstrate the following Core Competencies:**

**Communication**

**Innovation**

**Interpersonal Relations**

**Leadership**

**Planning and Organization**

**Professional Integrity**

**System Thinking**

As a condition of employment, the successful candidate must provide a Criminal Background Check (CBC) with vulnerable sector screening current within six months of date of hire.

**Salary/ Range:**

\$22.17 - \$25.74 per hour

**Application and Requirements:**

Applicants will only be accepted through Apply to Education, posting # 3635377. Please follow the steps at [Apply to Education](#).

**Closing date:** November 24, 2023, by 4:00 p.m.

**While we thank all those who have applied, only those candidates selected for an interview will be contacted.**

*We are committed to inclusive and accessible employment practices. In compliance with the Accessibility for Ontarians with Disabilities (A.O.D.A.) the Algonquin and Lakeshore Catholic District School Board welcomes and encourages applications from people with disabilities. We will make the necessary accommodations for applicants with disabilities to support all aspects of the recruitment process. Please contact the Human Resources Department if you require assistance with any accommodations.*