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Secretary – English Sector High School

Job Description

Vanguard School is looking for a secretary for the English sector high school. Reporting to the English sector high school principal, you will be responsible for various secretarial tasks to ensure the smooth running of the school. This is a full-time position, 35 hours per week, Monday through Friday. Working hours are from 7:30 a.m. to 3:10 p.m.

Duties

- Receive and forward phone calls and emails, and provide information within your area of expertise;
- Record student absences and tardiness and verify the reasons for them;
- Receive and distribute mail;;
- Provide secretarial services (photocopying, correspondence, communications, preparation of administrative documents, etc.);
- Ensure the accuracy of spelling and syntax in original texts;
- File documents according to the established system;
- Enter and update student files on the computer;
- Process student files (opening, departure notices, transfer to archives);
- Appliquer les premiers soins au besoin;
- Perform any other related tasks as needed.

Knowledge and skills

- Hold a vocational diploma in secretarial studies or a high school diploma or a diploma or certificate of studies recognized as equivalent by the competent authority;
- Two (2) years of secretarial experience ;
- Very good knowledge of MS Office and Google ;
- Fluent English, written and spoken, French proficiency;
- Excellent interpersonal skills;
- Good planning and organizational skills;
- Ability to work in a team;
- Autonomy.

Salary

Entre 27,57\$ et 33,54\$ / heures selon l'expérience.

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Vanguard School benefits



A human
environment that
encourages
innovation



Dynamic
committed team



Professional
development for
all



Group insurance
plan



RREGOP



4 weeks of
vacation prorated
based on hours
worked

Join a passionate team !

Vanguard School is an innovative educational environment that promotes

professional development, research and the sharing of expertise, all for the success of young people with specific learning disabilities.

If you want to be part of the solution for our young people, all we need is you.

We invite you to visit our Recruitment Portal to consult all our available positions and replacements.