



Career Opportunity

Casual Clerical

External

Schools and administrative sites within the Hamilton-Wentworth Catholic District School Board (HWCDSB) give witness to the truth that Jesus Christ is the foundation and the heart of Catholic Education and the centre of its community. Central to this vibrant and student focused system is a vision of students as uniquely created in the image of God. This commitment is expressed and realized in the Board's Mission which is:

"In union with our Bishop, to enable all learners to realize the fullness of humanity of which our Lord Jesus Christ is the model"

Hamilton-Wentworth Catholic District School Board (HWCDSB) is committed to equity and inclusion in the recruitment and hiring of qualified staff who reflect the diversity of students and our community. We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to: * First Nations, Métis and Inuit peoples, and all other Indigenous peoples; * members of groups that commonly experience discrimination due to race, ancestry, colour or place of origin; * persons with visible and/or invisible (physical and/or mental) disabilities.

Description:

- Responsible for clerical work in an elementary or secondary school office or in an Administrative building

Qualifications: Applicants should possess the following:

- Grade 12 education or equivalent
- Experience and proficient with Microsoft Office
- Excellent interpersonal and problem solving skills
- Strong communication skills, written and oral
- Good telephone manner and customer service skills
- Maturity in dealing with confidential information
- Experience in secretarial office duties
- Strong organizational and record-keeping skills
- Basic First Aid training an asset

Salary: \$18.16 + 4% vacation pay

Location: Various

Last date for consideration: O P E N

Please include the full posting title within the subject line. The resume must include two (2) Professional References; and a Pastoral Reference Letter is preferred. It must also include an authorization to contact references provided. Thank you to all applicants who submit their application. Please note that consideration will be given to those applicants who submitted a complete package. Only those applicants eligible for an interview will be contacted.

In our efforts to ensure an inclusive, diverse and representative workforce, HWCDSB will: value, promote and encourage the hiring of staff from under-represented communities; value applicants' additional experiences, lived experience, skills, backgrounds and perspectives collect voluntary self-identification data from applicants in accordance with the Ontario HumanRights Code, HWCDSB's Teacher Hiring Practices Administrative Procedures, and Ontario's Anti-Racism Data Standards: Where the required skills, ability and qualifications of candidates are relatively equal, candidates who self-identify as a member of one or more under-represented groups may be selected.

The HWCDSB is also an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. We also recognize our duty to accommodate and foster a culture of inclusion. We will provide accommodations during the hiring process. If an accommodation is required, please inform the Human Resources Team or Hiring Manager in advance of any part of the process. All information received relating to a candidate's required accommodation will be addressed confidentially.

March 2022