



VACANCY NOTICE
Supply On-call Office Secretary

Bloorview School Authority is a dynamic and unique educational facility which provides specialized educational programs for students 4-21 years old. Our programs support children with physical, and/or communication disabilities as well as those students who are inpatients at Holland Bloorview Kids Rehabilitation Hospital.

Bloorview School Authority is seeking a Supply On-call Office Secretary to do occasional replacement assignments. Reporting to the Principal and/or Vice-Principal, the Supply Office Secretary will perform general secretarial assistance for the school office and assist in the maintenance of a safe environment for students and staff at all times.

SUMMARY OF DUTIES:

- Perform reception duties including but not limited to answering telephones, receive visitors, monitor cameras, data entry, resolve general inquiries and direct individuals to the appropriate personnel
- Other related duties as assigned

SKILLS & QUALIFICATIONS:

- 2 years of experience in office administrative duties; experience in a school setting would be an asset
- 2 year post-secondary program in office administration or an equivalent combination of education and experience
- Ability to maintain a high level of confidentiality in all interactions and student/staff information.
- Excellent communication (verbal and written), organizational, interpersonal and multi-tasking skills
- Strong time management skills, flexibility, and ability to learn new knowledge
- Ability to work cooperatively as part of a professional team
- Proficient computer skills in MS Office (i.e. Word, Excel, and Outlook)

HOURS: 3.5 to 7 hours per day between 8:00 a.m. – 4:15 p.m.

WORK YEAR: School Year (excluding school holidays). Please note this is on-call, as needed replacement work.

LOCATION: Bloorview School Authority
150 Kilgour Road
Toronto ON M4G 1R8

RATE OF PAY: \$25.38 per hour

All individuals working at Bloorview School must be vaccinated annually against influenza, or wear a mask during the Vaccination Required period (flu season).

Only those selected for an interview will be contacted. Please submit your letter of application, resume and supervisory references by Friday, April 6, 2018 to:

Stefanie San Juan, Human Resources Liaison
Bloorview School Authority
ssanjuan@hollandbloorview.ca
Phone: (416) 422-7042 Fax: (416) 753-6094

Bloorview School Authority is an equal opportunity employer committed to promoting an environment of diversity, inclusiveness and accessibility. Should an applicant require accommodation during any stage in the recruitment process, please contact Human Resources.