

COMPETITION REFERENCE C-356-11	
POSITION	Secretary – Class II (temporary, full-time replacement until 2 January 2013 or until the return of the incumbent)
DUTIES	See attached job description
DEPARTMENT	Information Office
WORK SCHEDULE	35 hours/week (10:00 am – 6:00 pm Monday to Thursday) (9:00 am – 5:00 pm Friday)
SALARY	\$16.85 to \$19.50 / hour
MINIMUM QUALIFICATIONS	<ul style="list-style-type: none"> ➤ Must hold a secondary V diploma in an appropriate field of study or a diploma or attestation recognized as an equivalent by the competent authority. ➤ Must possess very good English language skills (written and spoken) and be fluent in spoken French. ➤ Must possess very good word processing skills; knowledge of Microsoft Office is essential. ➤ Must type at least 45 words/minute. ➤ Must possess excellent filing skills.
OTHER QUALIFICATIONS	The ideal candidate would be dynamic, enthusiastic, able to work in a team environment and independently and must also enjoy working with the public. The ideal candidate would possess excellent interpersonal, organizational and communication skills.
<p>Interested candidates should submit their resumé, along with appropriate documentation by 4:00 pm, Monday, 16 January 2012 to:</p> <p>Michèle Charlebois Director of Human Resources 325 Cité des Jeunes Gatineau, QC.....J8Y 6T3 Fax: 819-778-7364 E-mail: HR@cegep-heritage.qc.ca</p>	

DESCRIPTION OF DUTIES	
COMPETITION NUMBER	C-356-11
TYPE OF EMPLOYMENT	Administrative (Clerical)
CATEGORY	Support
DEPARTMENT	Information Office
IMMEDIATE SUPERVISOR	Michèle Charlebois
STARTING DATE (tentative)	To be determined
<p><u>SUMMARY:</u> The principal and customary work of the employee in this employment class consists in receiving and forwarding telephone calls and performing a variety of administrative duties in accordance with established methods and procedures.</p> <p><u>DUTIES:</u></p> <ul style="list-style-type: none"> ➤ Types and photocopies work submitted by professors and when time permits may be called upon to type and photocopy work submitted by other departments; ➤ types, photocopies and binds manuals; ➤ receives and forwards telephone calls; ➤ takes messages; ➤ establishes long distance calls; ➤ maintains photocopiers; advises Xerox company when repairs are required; ➤ completes monthly report required by Xerox company for billing purposes; ➤ ensures that a sufficient supply of paper, staples... is available to people using photocopiers; ➤ maintains fax machine; distributes faxes received, orders paper for machine; ➤ receives and distributes mail; weighs (when necessary) and affixes correct postage on outgoing mail; keeps track of postage to be charged to different Associations and groups; ➤ receives deliveries from outside companies/courier companies; ➤ receives, stamps and distributes student assignments; ➤ directs visitors and students to respective offices and gives information; ➤ periodically verifies balance in postage meter and requisitions money for meter as necessary; ➤ assigns mailboxes to new professors according to list supplied; ➤ prints specified work for Administration; ➤ keeps an up-to-date filing system (course outlines, labs and examinations); ➤ reports any building related problems to Building Services; ➤ must follow specific procedures in case of an emergency; ➤ applies guidelines and procedures/policies related to the service (example: Visitor Guidelines); ➤ may be asked to take part in College-wide activities; ➤ assists in handling calls related to parking (back-up); ➤ uses PA system when needed; ➤ if need be, performs any other related tasks. 	