

DATE July 5, 2010

FROM Kym Kelloway-Lee, Office Manager

SUBJECT Temporary Job Posting – Administrative Assistant III to Executive  
- Posting #007-10-E

---

The Ontario English Catholic Teachers' Association, representing 43,000 men and women who teach in all grades in the publicly funded English Roman Catholic schools in Ontario, invites applications for a one-year temporary vacancy for the position of Administrative Assistant III to the Provincial Executive in the Administration Department.

**Required Skills:**

- 5-years previous successful secretarial/administrative assistant experience;
- Excellent organizational, communication and interpersonal skills, with professional telephone manner;
- Well developed and current computer skills in the full Microsoft Office Suite, with fast and accurate keyboarding skills;
- Note taking and minute production experience;
- Experience searching and maintaining databases;
- Proven attention to detail and accurate proofreading skills;
- Excellent communication, interpersonal and organizational skills;
- Ability to work with confidential information; and,
- Ability to work accurately and efficiently under pressure and with deadlines.

The position calls for an individual who is a self-starter with excellent judgment and discretion who can work independently as well as in a team environment. Reporting to the Deputy General Secretary and General Secretary, the successful candidate will perform senior administrative duties that include preparing agendas and materials for monthly Executive meetings, taking and producing minutes at these meetings on scheduled dates as well as on conference calls and special meetings, some of which may take place after business hours; maintaining a record of and following through on actions resulting from and leading to Provincial Executive meetings; preparing correspondence, memoranda and reports; and posting information on an intranet for Executive members. Additionally, the role involves receiving and reporting Secretariat schedules for in-house reference and scheduling duty officers; as well as performing other duties as assigned by the Office Manager or designate.

Start Date: August 31, 2010

Category and Salary: Level III \$1,070 / week

Interested parties should submit written applications with résumés confidentially to [hr@oecta.on.ca](mailto:hr@oecta.on.ca) by 4:00 p.m., Monday, July 19, 2010.