

## **Job Description**

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Anglophone North School District is seeking expressions of interest from individuals interested in joining our team as a Casual School Administrative Assistant. This is an on-call, casual position ideal for individuals seeking flexible work opportunities within a school setting. As a Casual School Administrative Assistant, you will provide administrative support to school staff, assisting in the smooth operation of the school office and contributing to a positive learning environment for students.

### **Key Responsibilities:**

- Provide clerical and administrative support to school staff and administrators.
- Answer phones, respond to emails, and assist with general office inquiries.
- Maintain student records and ensure they are up to date.
- Prepare and process correspondence, reports, and other documentation.
- Assist with school events and activities as needed.
- Ensure the school office is organized and operating efficiently.
- Handle student attendance records and related data entry.
- Communicate with parents, staff, and students in a professional manner.

### **Qualifications:**

- Post-secondary training and/or experience in a related field such as Administrative Assistant, Executive Assistant, Administrative Professional.
- Strong communication and organizational skills.
- Proficient in Microsoft Office Suite and other office-related software.
- Ability to work effectively both independently and as part of a team.
- Ability to adapt to changing tasks and responsibilities.
- Previous experience working in an educational environment is considered an asset.
- Criminal record check and vulnerable sector check will be required.

### **Additional Requirements:**

- Selected candidates will be required to complete on-site testing to assess their proficiency in Microsoft Office (Word, Excel, etc.). Testing sites are available in Miramichi, Bathurst and Dalhousie.

**The testing is timed to assess efficiency and accuracy under pressure.**