

| COMPETITION REFERENCE C22-23-SS-29 | |
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| POSITION | Administrative Support Agent – Class I (Temporary full-time replacement for an undetermined period of time.) |
| DEPARTMENT | Information Office (Human Resources) |
| IMMEDIATE SUPERVISOR | Michèle Charlebois |
| PREDECESSOR | Brenda Séguin |
| WORK LOCATION | 325, boul. de la Cité-des-Jeunes, Gatineau (Québec) J8Y 6T3 |
| TYPE OF HIRING | Temporary full-time replacement for an undetermined period of time. |
| WORK SCHEDULE | 35 hours per week from Monday to Friday 7:45 a.m. to 3:45 p.m. |
| SALARY | \$22.36 to \$25.00 per hour |
| MINIMUM QUALIFICATIONS | <ul style="list-style-type: none"> ➤ Must have a secondary V diploma in an appropriate specialty, or a diploma or attestation recognized as equivalent by the competent authority. ➤ Must have at least one (1) year of pertinent experience. ➤ Must possess very good communication skills in English and in French (oral, written and comprehension). ➤ Experience as a user with Microsoft Office, Teams and Outlook is essential. ➤ Must like working in high complexity fast pace environment. ➤ Must have the ability to work in a sometimes-ambiguous environment. |
| ADDITIONAL QUALIFICATIONS | <ul style="list-style-type: none"> ➤ Must possess excellent communication, organizational and interpersonal skills. ➤ Must have excellent analytical and problem-solving skills. ➤ Must be diligent, dynamic, creative and detail oriented. ➤ Must be able to work independently with minimal supervision, and have the ability to work as part of a team. ➤ Must be able to work effectively with respect to deadlines and produce accurate results. ➤ Must be flexible and able to adapt quickly to different situations. ➤ Must have excellent customer service skills. ➤ Must have a strong work ethic and exercise discretion. |

Interested candidates should submit their résumé, along with appropriate documentation ONLINE on our college website in the career page at <http://www.cegep-heritage.qc.ca/manitou/>.

Click on the job posting, then click on "APPLY". You will be able to create an account and upload your résumé and cover letter.

Please note that only online applications will be considered.

N.B.: Candidates will be required to submit to selection tests. Only those candidates selected for an interview will be contacted.

COMPETITION OPENS:
COMPETITION CLOSES:

March 24th, 2023
April 9th, 2023

cc: dossier posting Dept. Union Web

Cégep Heritage College is an equal opportunity employer and encourages applications from women, Indigenous peoples, members of visible and ethnic minorities, and people with disabilities.

| DESCRIPTION OF DUTIES | |
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| COMPETITION NUMBER | C22-23-SS-29 |
| TYPE OF EMPLOYMENT | Administrative Support Agent – Class I |
| CATEGORY | Support |
| DEPARTMENT | Information Office (Human Resources) |
| IMMEDIATE SUPERVISOR | Michèle Charlebois |
| PREDECESSOR | Brenda Séguin |
| STARTING DATE | To be determined |

SUMMARY

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 functions of a relatively complex nature according to established methods and procedures and clerical functions related to activities in his/her area.

DUTIES

- Print, scan and photocopy work submitted by professors, and occasionally, other departments including administration.
- Print, photocopy and bind manuals.
- Receive and forward incoming telephone calls.
- Provide assistance with the digitizing documents, converting from or to PDF and making them interactive.
- Provide assistance with the communication of special events through digital displays and Omnivox.
- Establish long distance calls.
- Order office supplies.
- Maintain photocopiers, and advise Xerox/Ricoh companies when repairs are required.
- Ensure that a sufficient supply of paper, staples, etc. is available to employees using photocopiers.
- Maintain fax machine, distribute faxes received and order paper for machine.
- Receive and distribute mail, weigh (when necessary) and affix correct postage on outgoing mail.
- Receive deliveries from outside courier companies.
- Receive, stamp and distribute student assignments.
- Direct visitors and students to respective offices and provide necessary information.
- Periodically verify balance in postage meter and requisition money for meter as necessary.
- Assign mailboxes to new professors according to a list supplied.
- Keep an up-to-date filing system as per the College's classification system.
- Keep an up-to-date inventory of office supplies.
- Report any building related problems to Building Services.
- Follow specific procedures in case of an emergency.
- Apply guidelines and procedures/policies related to the service (i.e. visitor guidelines, first aid procedures, etc.).
- May be asked to take part in College-wide activities.
- Assist in handling calls related to deliveries (back-up).
- Use and provide assistance with the use of the PA system when needed.
- Use different communication tools to help disseminate some information at the college (i.e. use of Omnivox, TV sets, etc.).
- Provide assistance with the use of college emergency procedures (first aid, evacuation, etc.)
- Provide assistance to Human Resources when required.
- If need be, perform any other related tasks.