



**THE SEVEN OAKS SCHOOL DIVISION**  
invites applications for

**French Casual Administrative Assistant**

949-24-18-900

Casual Employees are called on an as-needed basis to fill in for permanent staff who are absent due to illness, vacation, professional development training, etc. Casual Administrative Assistants are responsible for assisting with the coordination of the daily workload and activities of the school office.

**DUTIES:**

- Perform student record, purchasing, accounting, secretarial and administrative duties.
- Assist staff, students, parents and visitors.
- Answer and direct incoming calls on multi-line telephone, take and refer messages.
- Sort and distribute mail (internal and external).
- Monitor student attendance, maintain student records, and assist with registering new and transfer students.
- Receive and receipt monies, order supplies, materials, and repairs as necessary.
- Operate a variety of office equipment and perform data entry, word processing, spreadsheet, and database functions.
- Generate reports and other required information.
- Perform related duties as per policy [GCDAS](#).

**QUALIFICATIONS:**

- **Fluency in written and spoken French is required.**
- Completion of grade 12 or equivalent.
- 1-year Administrative Assistant course or equivalent.
- 2–3 years previous experience.
- Ability to communicate in a professional and courteous manner with students, staff and community.
- Knowledge of Office 365 – Word, Excel, PowerPoint is essential, typing speed 50 wpm (applicants will be required to undergo a typing test during the hiring process)
- Emergency First Aid/CPR Certificate is an asset.
- Employment is contingent upon the provision of a clear criminal record and child abuse checks.

Salary is according to the C.U.P.E. Local 949 Collective Agreement, starting at \$26.20 per hour. For detailed job description please visit [www.7oaks.org](http://www.7oaks.org) and review Policy [GCDAS](#).

**To Apply:**

Applications are accepted online [HERE](#).

**Application deadline Monday, January 20, 2025, at 2:00pm**

Please attach a cover letter and resume, with three professional references.

*The Division will be pleased to accept all applications, however, only those candidates selected for an interview will be contacted by e-mail.*

*Employment is conditional upon successful clearance through Child Abuse Registry and Criminal Records Checks. Responsibility for acquiring these lies with the employee.*

*Seven Oaks School Division is committed to building an inclusive and diverse workforce. Reasonable accommodations are available for any candidate who may experience barriers during the interview and assessment process. Please contact Human Resources to arrange reasonable accommodations.*