



Office Manager

Job Code 3917897

Renfrew County District School Board

January 21, 2025

THE RENFREW COUNTY DISTRICT SCHOOL BOARD

requires the following

OFFICE MANAGER

SCHOOL: Mackenzie Community School, Deep River

SCHEDULE: 7:30 am - 3:30 pm, Monday-Friday, 12 Months/Year

RATE: \$62,185 - \$73,531 per annum

TERM: Permanent, Full-time

START DATE: February 3, 2025

APPLICATION DEADLINE: January 27, 2025 at 12:00 pm (noon)

QUALIFICATIONS: Post secondary program of two years specializing in Office Administration, Business Administration or equivalent as determined by the Board. Ability to organize and delegate effectively, liaise tactfully with staff and students, and to perform accounting functions (e.g. maintain budget records, prepare invoices, reconcile purchase orders) required. Managerial skills in running a busy office including prior supervision experience are essential. Must be able to work efficiently in a Microsoft Office environment, and have knowledge of software applicable to the Board.

DUTIES: The primary function of the Office Manager is to facilitate the efficient operation of the office by providing confidential administrative and secretarial support to the Principal. The Office Manager is responsible for overseeing the operations of the office and resolving issues where possible while maintaining positive relations.

Applications from internal members of the bargaining unit will be considered first. Only candidates selected for interviews will be contacted. All other applicants are thanked for their interest.

The RCDSB is committed to creating an accessible and inclusive workplace. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Applicants requiring a Code-protected accommodation are encouraged to advise Human Resources (hrdept@rcdsb.on.ca) throughout any stage of the recruitment process.

All offers of employment are conditional upon receipt of a current vulnerable sector screening and educational qualifications acceptable to the District.

The Renfrew County District School Board is committed to equity, diversity and inclusion in our employment practices. For more information please visit the RCDSB Careers page.

Job Details

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Posting Date

1/21/2025 1:48:22 PM

Closing Date

27/01/2025 12:00PM EST/EDT

Number of Openings 1

Job Type

Full Time

Job Category

ECE, EA and Support Staff

Salary

\$62,185 - \$73,531

Employment Start Date

2/3/2025 7:30:00 AM

Mandatory Documents

Certificates & Diplomas