

APPLICATIONS ARE INVITED FOR THE POSITION OF

**OFFICER – CORPORATE SERVICES
CORPORATE SERVICES DEPARTMENT
Non-Union Level 10 - \$56,274 - \$70,342**

CRITERIA FOR AN INTERVIEW:

- Two-year College Diploma in Secretarial Science program(s) or equivalent
- Minimum two (2) years of working experience in corporate secretariat/governance environment
- Working knowledge of corporate meeting procedures/processes and by-laws
- Proficient speed keyboarding utilizing current technology
- Proficient written communication skills
- Excellent communication, interpersonal and organizational skills
- Proficient computer skills in all major software applications such as Microsoft Office Suite e.g. MS Excel, Word, Access and PowerPoint etc.
- Experience with E-Scribe a definite asset
- Proven ability to deal with multiple tasks and various demands
- Proven ability in prioritizing work
- Detail-oriented with the ability to work well under pressure and meet tight timelines
- Knowledge of shorthand/speed writing an asset but not a requirement

MAJOR DUTIES AND RESPONSIBILITIES:

Reporting to and under the direction of Corporate Services, the primary function of this position is to provide support in the governance processes in accordance with established protocol. Duties and responsibilities include but are not limited to the following:

- Prepare agendas, documents, reports, appendices, for various Committee Meetings (public and private) and Board Meetings in conjunction with the Recording Secretary or other members of the governance team
- Record minutes and reports (recommendations, action and information) of the various Committee Meetings
- Record minutes of all Board Meetings when required
- Carry out post meeting duties
- Provide administrative and secretarial services in supporting the management of the governance processes
- Ensure the retention and overall integrity of all Board agenda packages and back-up documents
- Attendance at all Board and Committee evening meetings required
- Perform other duties as assigned or required by the Director's Office

Completed résumé, together with supporting educational documents and references, referring to NU2014 – 24, Officer – Corporate Services, are to be received from interested candidates no later than **Friday December 5, 2014** and should be submitted by e-mail or hardcopy to:

**Bessie Gruppuso, Senior Manager of Recruitment
Human Resources
Toronto Catholic District School Board
80 Sheppard Avenue East, Toronto, Ontario M2N 6E8
E-mail: hr.recruitment@tcdsb.org**

Only those applicants granted interviews will be contacted