

St. John Paul II Academy

Job Posting

Secretary (Part-time)

St. John Paul II Academy, a new co-ed, Catholic high school located in South Surrey, which is scheduled to open in Sept. 2018 to its inaugural Gr. 8 class, is currently accepting applications to fill the role of part-time (.5) Secretary within our front office.

The successful candidate will perform skilled clerical work and provide general secretarial support to the Principal and staff. The Secretary will be responsible for assisting with some basic bookkeeping, maintaining school records, and act as the primary school office-contact for all those associated with our new high school.

Please send your cover letter and resume to the Principal, Mr. Michel DesLauriers at mdeslauriers@cisva.bc.ca The deadline for applications is: June 1, 2018

Please see the following: SJP II Academy Secretary – [click here for more details.](#)

St. John Paul II Academy

Position: Part-time (.5) Secretary

Employment Terms: 1-year contract

Start date: Aug. 20, 2018

Key Duties and Responsibilities:

- Support the mission of the Catholic Independent Schools of the Vancouver Archdiocese (CISVA)
- Performs clerical duties of more than average complexity requiring considerable judgement and initiative.
- Reports to the school Principal and is responsible for the overall management and operation of the school office.
- Demonstrates excellent supervisory skills for effective office management
- Employs initiative and judgement in selecting appropriate work methods and procedures
- Recommends improvements to various office documents including letters, reports, etc.
- Regularly interacts with and acts as the primary school office-contact for students, parents, teaching staff, and administration, parish staff, and the general public.
- Perform administrative tasks, including filing, and photocopying
- Maintain general school record systems to uphold accurate files
- Develop and implement office procedures
- Responds to queries in person, via telephone, or e-mail
- Maintains confidentiality at all times

Education and Experience

- Gr. 12 or equivalency and post-secondary business courses or equivalent experience required.
- Minimum of 3 – 4 years relevant office experience or equivalent combination of training and experience required.
- Thorough knowledge and experience in the application of school policies and practices required.
- Basic First Aid training would be an asset

Skills and Abilities

- Advanced ability to use software application and programs, and operate office equipment required.
- Excellent verbal and written communication skills.
- Effective conflict management skills.
- Ability to multi-task in a team environment
- Ability to effectively manage time and meet deadlines.
- Ability to direct and supervise junior staff and office volunteers

Please send your cover letter and resume to the Principal, Mr. Michel DesLauriers, at mdeslauriers@cisva.bc.ca or mail to:

Michel DesLauriers

St. John Paul II Academy

4885 Saint John Paul II Way,

Vancouver, BC, V5Z 0G3

We thank all applicants in advance; however, we will contact only those selected for an interview.