



**Villa Maria is looking for an Administrative Assistant
for a temporary full-time position**

Villa Maria is a private co-ed school providing secondary education in English and French to more than 1850 students in a unique bilingual environment.

In a constantly changing world, our school advocates personalized support in a stimulating environment. Students of both languages of instruction get to experience a bilingual learning environment. By harnessing technology for the service of education, we inspire our students with a pedagogical approach that's innovative, effective, and student-centered.

Our mission:

We help our students develop and achieve their full potential, preparing them to be citizens of the world with the ability to meet the challenges of tomorrow's labor market.

The Opportunity:

Be part of a team who evolves and collaborates in an innovative bilingual environment where people remain at the center of our concerns and where everyone's efforts come together to create a quality learning environment for our student community. A career at Villa Maria means working at a renowned college that values diversity, inclusion and self-fulfillment.

As an Administrative Assistant, your main responsibilities are :

The incumbent is responsible for providing first-rate administrative support in activities related to student services and pedagogy. By performing clerical duties, the person supports the Assistant Director of Educational Services in his or her day-to-day functions. To this end, the incumbent will:

- Maintain administrative files, make telephone calls to parents, write acknowledgements, read incoming e-mails and distribute them.
- Draft written communications, create tables and various documents useful for managing the assistant management team.
- Provide support for the coordination, preparation and follow-up of exam sessions.
- Welcome and guide students in all matters relating to tutoring.
- Collaborate in the organization and logistics of activities for students, such as:
 - Participate in various committees.
 - Welcome day, gala, graduation, prom, conference and more.
- List and tally student demerits and unexcused tardies, plan applicable consequences then communicate with parents.
- Any other related duties requested by the assistant management team.

The colleague we are looking for has:



- A college diploma in general administration, secretarial or other appropriate techniques, or equivalent training.
- If your studies were completed outside Quebec, attach your comparative evaluation of studies completed outside Quebec issued by the Ministère de l'Immigration, de la francisation et de l'intégration.
- Minimum of one (1) year's experience in a similar position.
- Excellent fluency in French and English, both spoken and written.
- Demonstrated proficiency in Microsoft Office Suite (Word, Excel, Powerpoint, Outlook).
- Knowledge of COBA and Charlemagne educational management software and MÉQ info-sanction, is an asset.
- Demonstrated communication skills and an excellent sense of customer service and teamwork.
- Ability to manage multiple files and work in a fast-paced environment.
- Diplomacy, discretion, thoroughness and attention to detail.
- An interest in continuing development.

Why choose us as an employer?

- Hourly salary according to the French public sector salary scale for secretaries: \$24.80 to \$26.98 depending on experience
- RREGOP retirement plan
- A warm and human working environment
- The possibility of cooperating with our multidisciplinary team on several committees
- A historic and enchanting outdoor environment
- Close to a Metro station
- Free parking

Schedule: Monday to Friday 7:30 am to 3:30pm (35 hrs /week)

Start Date: As soon as possible (To be determined according to the applicant's availability)

If you are interested in this position, please send your resume to the following address:
carrieres-careers@villamaria.qc.ca

Villa Maria subscribes to an equal employment opportunity program and invites women, aboriginals, visible minorities, ethnic minorities and persons with disabilities to send us their applications.