



Chalo Independent School Society

INTERNAL-EXTERNAL JOB POSTING

Position Title: Front Office Assistant
Department: Chalo Independent School Society
Location: Office at Chalo School
Supervisor: Principal
Remuneration: Pay Based on training and experience
Schedule: 35 hours per week, calendar year

SUMMARY OF POSITION

Reporting to the Chalo School Principal, the Front Office Assistant is responsible for supporting the staff, students, and parents of the school. The person is also responsible for performing public relations, reception and clerical duties to support the overall smooth operations of the school. This position provides a full range of administrative support work, including the following: public relations, reception, clerical work, booking temporary staff, maintaining filing systems, documents control, drafting communications for approval, and ensuring the smooth flow of information and correspondence in and out of Chalo School.

A primary objective for this role is developing and maintaining an understanding of issues relevant to supporting the work of the administrative team and to working closely with school staff. This employee has exceptional written and verbal communication skills with a proven track record as a team player who is comfortable with deadlines, multi-tasking, and prioritizing a busy daily workload. This position maintains all confidential/private information in accordance with the Personal Information Protection Act and all other legislation applicable to the position. Other related duties as required.

QUALIFICATIONS

1. Graduated from high school/high school equivalent.
2. One (1) year experience in office support role.
3. Minimum three (3) months experience working with children and youth in a related field
4. Proficient skills in MS Office Suite, Google applications, internet, email and basic knowledge of database management technologies and knowledge regarding remote access and operation connectivity.
5. Excellent communication skills (written and oral); ability to build and maintain relationships with staff and students and effectively communicate with parents and visitors, in a professional manner.
6. Culturally sensitive and able to work with any member of the community.
7. Ability to establish priorities and carry out duties in a professional manner, work independently and as a team member with a multi-disciplinary teaching environment and with other professional staff and service providers.
8. Willing to participate in ongoing learning and training and the development.
9. Successful completion of security screening requirements, which may include a criminal records check, and/or Criminal Records Review Act (CRRRA) check, and/or enhanced security screening checks as required.



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Closing Date: Interested applicants should submit a detailed resume, 2 professional references, and any relevant documentation outlining their qualifications. This position will remain open until it is filled.

Apply To: **Richelle Anderberg**
Principal
Phone: (250-866-2776)
Email: richelle.anderberg@schaloschool.bc.ca

We thank all applicants in advance for their interest, but only those candidates who are short-listed will be contacted.

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum qualifications will receive a response.