

Casual Clerical Positions

Employer:	ADSB	Closing Date:	January 31, 2025
Posted:	1 months ago	Location:	Algoma District
ES Job ID:	5180	Duration:	Casual
Sector(s):	Office & Administration		

Job Description:

The Algoma District School Board invites applicants for casual Clerical positions in all geographic areas of the Board. (Hornepayne, Chapleau, Wawa, Sault Ste. Marie, Central Algoma and North Shore)

A shortlisting of applicants for consideration will be completed employing the Algoma District School Board Hiring Policy. Should there be a need for interviews, only shortlisted candidates will be contacted. Accommodation through the recruitment and selection process are available upon request. Successful candidates, as a condition of employment, will be required to provide a current vulnerable sector check, which is acceptable to the Board.

The Algoma District School Board is committed to an equitable education system and upholds and reflects the principals of fair and inclusive education. Additional information about specific programs, and the Vision, Mission, Values and Priorities of the Algoma District School Board can be found at www.adsb.on.ca.

Required Skills:

Preference will be given to applicants possessing a Diploma or Degree in the following areas from a registered post-secondary institution:

Office Administration, Library Technician, or a Degree in a related field of study.

Completion of a Post-Secondary Certificate or Diploma from a registered post-secondary institution in other related areas, coupled with experience in an office setting will be considered.

How to Apply:

Successful applicants will be required to participate in an orientation & training program prior to beginning work.

Please forward your resume and covering letter with 2 work related references:

Riley Hogan, Human Resources Officer:

hoganr@adsb.on.ca