MOOSE FACTORY ISLAND DISTRICT SCHOOL AREA BOARD

BOARD OFFICE
22 Jonathan Cheechoo Drive
PO Box: 160
Moose Factory, ON.
P0L - 1W0
Tel: (705) 658-4571
Fax: (705) 658-4768
Website: www.mfidsab.ca

MINISTIK SCHOOL
9 Horden Street
Tel: (705) 658-4535
Fax: (705) 658-4024

MINISTIK GARAGE/MAINTENANCE
Tel: (705) 658-4351
Mobile: (705) 336-8692

EMPLOYMENT OPPORTUNITY

1.0 ADMINISTRATIVE & HR SECRETARY

Competition # 27-26B (3rd Posting)

POSITION PROFILE:

Under the direct supervision of the Business Administrator & Treasurer, the Administrative & HR Secretary is responsible for providing administrative and human resources support functions to ensure effective and efficient internal processes within a School Board Office setting. Exercises administrative and office support services including answering phone, greeting visitors, incoming and outgoing mail, purchasing, shipping and distribution. Provide Human Resources support including but not limited to; data entry for payroll processing, onboarding of new employees, personnel file maintenance and tracking of leave credits. Performs other related duties as required.

QUALIFICATIONS:

- Post-Secondary education in Office Administration and/or Human Resources, or a combination of relevant training and a minimum of three (3) years' work experience in the administrative field.
- Good working knowledge of common payroll functions/practices and related legislation (ESA).
- Excellent interpersonal, tact and communication skills (both verbal & written).
- Proficient in maintaining all filing systems and databases for ease of use.
- Knowledge and work experience in purchasing, receiving, distribution and inventory control.
- Proven time management, organization, and ability to work in a team environment or alone.
- Ability to maintain a high degree of accuracy in work to ensure data integrity.
- Ability to maintain a high degree of confidentiality and discretion concerning financial & human resources information.
- Proficient in effectively organizing meetings, preparing required resources/briefing packages for all stakeholders and recording/transcribing meeting minutes.
- Computer literate including effective working knowledge of Microsoft Office 365 Software; Excel, Word, PowerPoint, Publisher, Outlook & MS Teams.
- Extensive experience in working with various administrative office equipment; Multi-Function Photocopier/Printer, Paper Shredder, Video conferencing/Phone Systems, Postage Meters, and a variety of computer peripherals.
- Must have a valid driver's license – Class G or G2

SALARY: $45,272.00 - $56,310.00 Annually. Eligible for Northern & Travel Allowances.

DURATION: Permanent Position, upon successful completion of probationary period.

CLOSING DATE: **POSTED UNTIL FILLED.**

Applicants must have a current (within six months of start date) Criminal Record Check with VSS or proof of receiving one. Interested applicants are invited to submit their Letter of Application (Cover Letter), Resumé, relevant certificates and three (3) most recent work-related references, with permission to contact, to:

MR. NATHAN BECK – BUSINESS ADMINISTRATOR & TREASURER
Email: jobs@mfidsab.ca | Fax: (705) 658-4768
Job description available upon request.

Applicants are thanked in advance for their interest in this position however, only those who have been scheduled for an interview will be contacted.

We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. MFIDSAB is committed to equity and inclusion in the recruitment and hiring of qualified staff who reflect the diversity of residents in the province of Ontario. We encourage submissions from candidates who represent the various dimensions of diversity.

Posted: November 13th, 2026