

**OFFICE AGENT, CLASS I  
(HUMAN RESOURCES SERVICE)  
REGULAR FULL-TIME  
SEPT-ÎLES, QUÉBEC**

**NATURE OF THE WORK**

The principal and customary work of an employee in the class of employment consist in performing various administrative tasks of a complex nature according to defined methods and procedures.

**CHARACTERISTIC FUNCTIONS :**

- Accompany candidates through the selection process within the organization
- Provide customer service to candidates
- Prepare and organize selection committees
- Welcome candidates and supervising selection tests
- Maintain and update filing systems
- Carry out various administrative tasks, particularly in connection with payroll data entry
- Perform any other related duties as required

**PROFILE REQUIRED :**

- Excellent customer service
- Strong interpersonal skills
- Autonomous and dynamic
- Excellent organizational skills
- Ability to work in collaboration with others as a team member
- Proficiency in the Office suite
- Experience in human resources management (an asset)

**REQUIRED QUALIFICATIONS:**

- Hold a Diploma of Vocational Studies in a specialty appropriate for the class of employment, or a Secondary High School Diploma, or hold a diploma or attestation of studies whose equivalence is recognized by the competent authority and have one (1) year of relevant experience.
- Bilingual: French and English (spoken and written).

## **SALARY AND CONDITIONS OF EMPLOYMENT:**

- Salary between \$ 22.36 and \$ 25.00 per hour with an 8% retention premium
- Possibility of partial teleworking after 6 months
- 4 weeks of vacation (depending on the hiring date)
- 7 days of illness
- Very advantageous pension plan (RREGOP)
- Group insurance plan
- Tele-medicine program
- Employee assistance program

Send your application to the Human Resources Service prior to May 15, 2023, at the following email address:  
[recrutement@csdulittoral.qc.ca](mailto:recrutement@csdulittoral.qc.ca).

*The centre de services scolaire du Littoral operates an equal employment opportunity program and invites woman, members of visible minorities, members of ethnic minorities, aboriginal people and persons with disabilities to apply.*