

invites applications for the position of:

**SUPPLY SECRETARY  
SYSTEM**

***Mandatory Requirements:***

- Two-year post-secondary diploma in a secretarial or related field, or secondary school diploma combined with relevant experience and proven abilities appropriate to this position
- Related experience in a computerized environment
- Demonstrated technical skills in word processing applications
- Excellent interpersonal and organizational skills
- Excellent written and oral communications skills
- Ability to work in a team environment and willingness to support and enhance the school community.

***Preferred Requirements:***

- Knowledge and demonstrated technical skills with school board databases
- Familiarity and understanding of the school community
- First Aid training

Qualified applicants who wish to be considered for this position should forward a completed Supply Secretary application form (link: <http://www.npsc.ca/employment/>), a detailed resume, a written professional reference, and the names of two other professional references.

This posting will remain open until our supply list is filled. Applications will be reviewed on an on-going basis.

Please reference posting number **COPE-2020-2021-11** and send all documents to:

Human Resources  
Nipissing-Parry Sound Catholic District School Board  
1000 High Street  
North Bay, ON P1B 6S6  
Email: [HumanResources@npsc.ca](mailto:HumanResources@npsc.ca)

Leo de Jourdan  
Chair

Anna Marie Bitonti  
Director of Education

The Nipissing-Parry Sound Catholic District School Board is committed to diversity and inclusion. Please contact our Human Resources Department via email at [HumanResources@npsc.ca](mailto:HumanResources@npsc.ca) or via telephone at 705-472-1201, ext. 31219 prior to the posting's closing date should you require any accommodation during the recruitment process.

**For the protection of its students, the Board requires successful applicant submit a satisfactory criminal record check (vulnerable sector check) as a condition of employment.**

The Board would like to thank all applicants for expressing an interest in this position, however, only those applicants selected for an interview will be contacted.