



DATA PROCESSING OPERATOR, CLASS I – TEMPORARY ASSIGNMENT

General Circular No. A-11 / 4202 – 003384

Place of Work:	Information Technology Services
Status:	Temporary Assignment - 100% - 12 months
Salary Rate:	\$37,783.20 to \$42,260.40
Start Date:	Determined by the Board
Schedule:	8:00 a.m. to 3:45 p.m. – Monday to Friday
Immediate Superior:	Manager, Field Services

Nature of the Work

The principal and customary work of an employee in this class of employment consists in assisting computer users and particularly in resolving hardware- or software-related problems as well as installing and configuring computer equipment and software according to standard procedures.

Requirements and Qualifications

- Diploma of Vocational Studies in Computing Support or a diploma or an attestation of studies recognized as equivalent by the competent authority
- Two (2) years of pertinent experience
- Fluency in English (both oral and written) and have a strong working knowledge of French (both oral and written)
- Strong working knowledge of Apple systems in a corporate and education environment including Mac OS, Office for Mac, printer configuration, security, deployment, Active Directory integration
- Intermediate knowledge of iOS and Android mobile operating systems with solid understanding of mobile device management (Intune or similar platforms)
- Excellent knowledge in supporting various operating systems (Windows 10 Pro, Macintosh OS), standard desktop applications (Microsoft Office Suite), and IP networking
- Knowledge of installation and configuration of computers, peripheral equipment and software
- Ability to repair computer and related equipment
- Ability to communicate effectively, quickly develop relationships and maintain a high level of customer service
- Knowledge of inventory management
- Knowledge of current technological trends
- Ability to prioritize tasks by importance and deadlines
- Access to a car in order to be able to displace quickly and be present in several different schools in a given day

Testing and Interview

The Human Resources Department will contact the selected applicants to undergo a testing session related to the post. Only the applicants who successfully pass the tests will be convened for an interview.

To view the job description as outlined in the classification plan [click here](#) or visit their website <http://cpn.gouv.qc.ca/cpnca/en/negociations/plan-de-classification/personnel-de-soutien/>

Interested candidates should send their letter of interest and curriculum vitae to jobs@emsb.qc.ca to the attention of Ms. Marilyn Ramlakhan, Assistant Director of the Human Resources Department, **by Tuesday September 21, 2021 by 4:00 p.m.**

Please refer to the circular number in your letter of application.

The masculine gender was used in this posting to facilitate the reading.

The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples.