



**ADMINISTRATION OFFICER**  
(TEMPORARY REPLACEMENT POSITION)  
General Circular No. M-3

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<b>Place of Work:</b>	Material Resources Department
<b>Classification:</b>	3
<b>Salary Rate:</b>	\$60,864.00 to \$81,150.00
<b>Start Date:</b>	Determined by the Board
<b>Immediate Superior:</b>	Director

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### Nature of the Work

The position of administration officer entails the performance of the management duties pertaining to the technical and administrative activities required for the operation of one or more programs or activities within the Material Resources department.

### In general, this position includes the following responsibilities:

- Ensure the completion of all administrative activities required for the management of the key resources of the Material Resources department (human, financial, material, informational and technical).
- Coordinate all administrative activities (including clerical tasks) with Office agents to ensure proper function of the establishments.
- Support the Material Resources Director and Assistant Director in overseeing all accounting activities and operations related to the management of Material Resources' financial resources.
- Develop and update policies, systems, and procedures relating to the office management for the Material Resources department and ensure their application.
- Collaborate with the Director in preparing budget forecasts and ensure that these forecasts are respected.
- Work closely with the Director of Material Resources to develop the staffing plan and budget allocation, including participating in the assessment of needs in terms of human, financial, material, information and technical resources.
- Participate as needed in the development of strategic objectives and priorities for Material Resources.
- Collaborate in defining and producing tools for the management of human, financial, material, information and technical resources necessary for the proper functioning of the Material Resources division.
- Produce reports and documents required by management in connection with the management of Material Resources financial resources.
- Direct supervision (hiring, firing, performance management, oversight of responsibilities) of the Office Agent class I.

### Requirements and Qualifications

- Diploma of College Studies in a relevant field of studies, preferably in Administration with three (3) years of relevant experience or Secondary V diploma with eight (8) years of relevant experience
- 4 years of professional experience in relevant fields, including 2 or more years of administrative experience
- Ability to advise, coach and support other managers
- Team management capabilities, particularly to delegate responsibilities (ownership) and ensure accountability
- Ability to drive a culture of efficiency and effectiveness
- Demonstrated administrative experience
- Experience managing budgets and expenses
- Strong written and verbal communication skill
- Fluency in English and French, both oral and written
- Knowledge of technical aspects of payroll systems, an asset
- Proficiency in MS Office Suite – Excel, MS Project, PowerPoint, Teams

To view job description as outlined in the classification plan [click here](#)

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Interested candidates should send their letter of interest and curriculum vitae to [jobs@emsb.qc.ca](mailto:jobs@emsb.qc.ca) to the attention of Ms. Ann Watson, Director of the Human Resources Department,

**by Wednesday September 27 by 4:00 p.m.**

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

Only candidates chosen for an interview will be contacted by the English Montreal School Board.

Tests may be administered in order to assess candidates' skills.

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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.