

Summer Student - Scanning / Document Worker Catholic Education Centre, Terrace Bay

Responsibilities include:

- Sort and scan documents from Management into their respective categories
- Perform scanning and imaging tasks
- Identify, classify and sort documents
- Prepare documents for scanning
- Handle confidential documents/materials
- Assemble document batches, verifying the document and /or page volumes
- Perform other duties as required by management

Skills / Abilities:

- Ability to execute precise instructions
- Excellent attention to detail
- Strong time management skills and ability to manage various documents
- Excellent verbal and written communication skills
- Strong organizational and analytical skills, required
- High ability to remain focused on the task at hand
- Advanced proficiency with Google Suite
- Ability to maintain confidentiality

Conditions of Employment :

- Must undergo a successful police records check with vulnerable sector screening
- Successful Completion of all Safety training courses

Required Documents:

- Cover letter and resume which clearly outlines your qualifications, skills and experiences related to the position
- Current Pastoral Reference
- A minimum of three (3) references including email addresses must be included in order for your package to be considered complete. Reference Check Consent Form can be found on our website.

Commencing: July 2, 2019, to August 23, 2019

(The Board Office will be closed from July 19th to August 5th, 2019)

Rate of Pay: \$18.68 an hour

Hours of Work: Monday to Friday - 7 hours/day (8:30 am - 4:30 pm)

Please submit your application package indicating competition number to

careers@sncdsb.on.ca by **Deadline for Applications: Open Until Filled.**

Superior North Catholic District School Board is committed to employment equity and encourages applications from women, visible minorities, Aboriginal peoples and persons with disabilities. Accommodations are available on request for candidates taking part in all aspects of the hiring process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA)

Hugh McCorry
Board Chair

Maria Vasanelli
Director of Education