

**OFFICE AGENT, PRINCIPAL CLASS**  
**HUMAN RESOURCES SERVICES (RECRUITMENT)**  
**REGULAR, FULL-TIME, 35 HOURS PER WEEK**  
**LOWER NORTH-SHORE REGION AND SEPT-ÎLES**

**DATE DE PUBLICATION: June 4, 2025**

#### **NATURE OF THE WORK**

The principal and customary work of an employee in this class of employment consist in organizing, coordinating and monitoring the work performed by his or her team composed of administrative support staff.

This class of employment also includes employees who perform principally and customarily highly specialized work characterized by the complexity, expertise and autonomy required.

#### **CHARACTERISTIC FUNCTIONS**

The employee in this class of employment coordinates distributes and verifies the work and gives his or her advice on the quality, ensures that deadlines are met; ensures staff training.

The employee determines the work schedule in his or her sector according to the instructions received, reminds the persons concerned, in or outside the school board, of deadlines.

He or she carries out complex and specialized duties; finds prepare and verify data; prepares documents, statements and reports, including the entry of data that he or she must interpret, if necessary, and that he or she locates in or outside the school service centre.

The employee deals with the public or with employees concerning the methods of payment or collection or any other matter within his or her competence.

The employee makes suggestions and recommendations designed to improve the operations for which he or she is responsible.

The employee uses a computer and the necessary software to perform his or her duties related to word processing, database entries, spreadsheets and in-house programs; he or she carries out research on the Internet; uses electronic mail. He or she may be required to help, on occasion, colleagues with the common software and programs used.

If need be, he or she performs any other related duty.

#### **REQUIRED QUALIFICATIONS**

- Hold a Diploma of Vocational Studies in an appropriate specialty for the class of employment, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have six (6) years of pertinent experience;
- Have a very good knowledge of French and English, oral and written;
- Knowledge of Office 365;
- Knowledge of software from GRICS (Paie GRH and Dofin) would be an asset;

The candidates must successfully complete the following tests: French, English, Word and Excel.  
Other position qualifications may be validated during a selection interview.

#### **SALARY AND CONDITION OF EMPLOYMENT**

- Salary between \$25.86 and \$31.65 per hour
- 8% retention premium (Sept-Îles) or an Isolation premium (Lower North Shore \$10 066 or \$16 102);
- Possibility of partial teleworking after 6 months;
- 4 weeks of vacation (depending on the hiring date);
- 7 sick days;
- Pension plan (RREGPQ);
- Group insurance plans;
- Tele-medicine;
- Employee assistance program.

**DEADLINE TO APPLY:** June 19, 2025.

**BEGINNING OF EMPLOYMENT:** As soon as possible.

Send your application to the Human Resources Service at the following email address:  
[recrutement@cssdulittoral.gouv.qc.ca](mailto:recrutement@cssdulittoral.gouv.qc.ca).