



The Sacred Heart School of Montreal
3635 Atwater - Mtl, QC - H3H 1Y4
514-937-2845 - sacredheart.qc.ca

The Sacred Heart School of Montreal is an all-girls English Catholic school in downtown Montreal. It's mission is to nurture the mind, body and spirit of each student in a supportive and caring environment.

Job Category: Support Staff

Status: Permanent, Full Time

Salary: Competitive, to be discussed

Schedule: 5 days/week, must be available to work some evenings when there are Boards meetings

Benefits: Pension plan, group insurance and benefits package, free parking space

As of November 17, 2022: 1 week of flexible vacation, 2 weeks at Spring Break, 2 weeks during Christmas Break. As of July 2023: 5 weeks during the summer, 2 weeks at Spring Break, 2 weeks during Christmas Break

Start Date: August 16, 2022

Applications should be submitted by email with a cover letter, CV and 2 professional references to:

hr@sacredheart.qc.ca
by Tuesday, June 21st.

We thank all candidates for their interest in this position but only candidates selected for an interview will be contacted.

The selected candidate must undergo a satisfactory background check performed by the Montreal Police Department



The school is now accepting applications for the following position:

Executive Assistant to the Head of School

POSITION OVERVIEW

The Executive Assistant supports the functioning of the Head of School's office. The incumbent will be expected to work with little supervision, anticipating needs while managing the day-to-day workflow, which includes scheduling, taking minutes, attending to sick students, organizing events and meetings, and participating in other school-related matters.

KEY RESPONSIBILITIES

- Manage and prioritize the schedule of the Head of School
- Coordinate both Boards meetings, schedule, organize and take minutes at all meetings
- Schedule travel arrangements of Head of School
- Prepare the yearly school calendar and administrative calendar as directed by the Head of School
- Manage all administrative activities required for the functioning of the school, including the distribution of bus passes, students agenda material, graduation pictures and ceremony, scholarships and other related matters
- In conjunction with the Head of School, oversee and manage the logistics of prizes and graduation ceremonies
- Arrange meetings with parents, staff and outside parties
- Arrange meetings with members of Senior Administration Team, and faculty when needed
- Ensure great communication by creating a warm, professional and confidential environment for students, parents and faculty members by answering questions and requests
- Write correspondence while maintaining discretion and confidentiality
- Purchase goods or fill out purchase orders as well as receive and distribute them
- Attend to sick students
- Perform other duties as required

EDUCATION, EXPERIENCE & SKILLS

- College Diploma in Administration, or related field
- Proven experience in an executive setting; educational office experience preferred
- Ability to function well in a high-paced environment
- Excellent organizational, communication and written skills
- Bilingualism preferred
- Working knowledge in Google Workspace
- Excellent interpersonal and relationship-building skills (ability to interact effectively with students, administrators, faculty, staff members and parents)
- Nurturing and professional disposition
- Strong sense of discretion and confidentiality
- Positive, "can-do" attitude