



**CLERICAL
(Casual positions- North Shore area)**

The Algoma District School Board invites applications from qualified applicants for casual Clerical positions in the North Shore area which encompasses the areas of Blind River east to Elliot Lake.

Post Secondary Education preferred in one of the following:

Office Administration, Business or Accounting

Successful candidates will have good communication skills, sensitivity to confidentiality, ability to relate to children and adults and to work in a team environment. Knowledge of MS Office products is required. Preference will be given to applicants with experience within a clerical environment.

Only candidates short-listed for an interview will be contacted

Please forward your resume and covering letter with 3 references by **4:00 pm on August 1st, 2018** to:

Dan Swystun, Human Resources Officer
Algoma District School Board
644 Albert Street East
Sault Ste. Marie ON P6A 2K7
swystud@adsb.on.ca

*Please note: A security check is a requirement of the hiring process.
(Only those applicants short listed will be contacted)*

ALGOMA DISTRICT SCHOOL BOARD
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www.adsb.on.ca

Lucia Reece
Director of Education

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Chairperson