SEE OVER

The Diocese of Sault Ste. Marie is currently seeking a Full-time bilingual Secretary for the Bishop

Qualifications:

- Excellent communication skills both in English and French including written and verbal skills to communicate with all levels of the organization
- Knowledge of Roman Catholic Church organization would be beneficial
- Previous experience as a Secretary or Administrative Assistant
- Strong knowledge of Microsoft Office products - Word, Excel, Power Point, of Adobe PDF program and willing to learn other programs
- Ability to maintain filing systems and database
- Organizational skills, ability to prioritize and pay attention to detail
- Very Discreet
- Good listener, polite, professional and diplomatic when communicating with priests, deacons and visitors as well as diocesan staff
- Office Administration diploma would be considered an asset
- High school diploma or equivalent

Duties & Responsabilities:

- Answer, screen and return calls for the Bishop
- Compose and type letters for the Bishop
- Schedule appointments for the Bishop when requested
- Verify, print and respond to the Bishop's e-mails as requested
- Electronic and paper filing of Bishops official acts and correspondence
- Type and send notifications of new appointments (priests, deacons…)
- Filing of correspondence in parish and priests files as requested
- Write letters of permission to mandate Eucharistic ministers, members of the Diocesan Order of Service
- Type and send death notifications, condolence letters
- Type and send invitations for diocesan events as requested
- Type and send Bishop's Christmas message, Lent message, Easter Message
- Help prepare booklets for Chrism mass
- Assists in mail-outs to priests
- Arrange meetings for priests if requested (Presbyteral Council meetings; College of Consultors)
- Maintain and distribute minutes of meetings for priests when needed
- Order food (or make reservations) for meetings when needed
- Work in collaboration with reception, chancery and finance departments
- Send media releases when required
- Run errands for the Bishop when needed
- Perform various clerical and administrative duties for Vicar General and Chancellor as requested

Terms:

- Renewable one year contract, six (6) months probationary period to start, full time long term position
- A competitive compensation package including salary, benefits and generous vacation time
- Work Hours: Monday to Friday, 8:30 AM to 4:30 PM

Please submit, by March 1, 2017, your résumé, cover letter, 3 references and your start date availability by email to hr@diocesecentre.com or by mail to:

Human Resources, Diocese of Sault Ste Marie, 30 Ste Anne Road, Sudbury, ON P3C 5E1

The diocese would like to thank all the interested candidates, only those selected for interviews will be contacted.

SEE OVER

The Diocese of Sault Ste. Marie is currently seeking a Full-time bilingual Receptionist/Secretary

Qualifications:

- Excellent communication skills both in English and French including written and verbal skills to communicate with all levels of the organization
- Knowledge of Roman Catholic Church organization would be beneficial
- Previous experience as a reception/customer service role
- Experience operating a multi-line telephone system
- Strong knowledge of Microsoft Office products - Word, Excel, Power Point, of Adobe PDF program and willing to learn other programs
- Ability to maintain filing systems and database
- Organizational skills, ability to prioritize and pay attention to detail
- Discreet
- Good listener, polite, professional and diplomatic when communicating with visitors as well as internal stakeholders
- Office Administration diploma would be considered an asset
- High school diploma or equivalent

Duties & Responsibilities:

- Answer and transfer incoming calls to the appropriate individual/department in a courteous and professional manner
- Take detailed messages
- Sort incoming mail and post outgoing mail on a daily basis
- Greet visitors and redirect them to the appropriate offices and individuals
- Maintain the cleanliness of the reception area and waiting area
- Order and maintain office supplies
- Book meeting rooms for diocesan events
- Upkeep the Diocesan Directory
- Send notifications to staff via e-mail (i.e. change of address)
- In a timely manner, respond to and follow up of information requested from parishes, parishioners and individuals as instructed
- Manage internal electronic communication structure, including but not limited to email, phone and cell phones
- Assist with scheduling and managing office services and maintenance needs including plumbers, electricians, movers, and others as needed and instructed
- Unlock doors in the a.m. (if not already done) and lock doors at night (if not already done)
- Manage and keep updated the Diocesan web site (formation provided)
- Perform various clerical and administrative duties as requested

Terms:

- Renewable one year contract, six (6) months probationary period to start, full time long term position
- A competitive compensation package including salary, benefits and generous vacation time
- Work Hours: Monday to Friday, 8:30 AM to 4:30 PM

Please submit, by March 1, 2017, your résumé, cover letter, 3 references and your start date availability by email to hr@diocesecentre.com or by mail to:

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30 Ste Anne Road
Sudbury, ON P3C 5E1

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