



Expression of Interest: Temporary Administrative Assistant for Schools

Posted by: Anglophone North School District

Location: Miramichi

Salary: \$\$32.98 Per Hour

Job Details

Job ID

NCJ3878730

Posting Date : 24-Feb-2026

Expiry Date : 23-Aug-2026

Education : Post-secondary training

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Temporary

Job Description

Part 1: The Status of Your Application

The "Short & Sweet" Version:

Right now, we have enough casual assistants. We will keep your application for six months and call you if a spot opens up. Thanks for applying!

The "Professional but Simple" Version:

Our list of backup assistants is currently full, but we'll save your resume for the next six months. If we need more help later on, we will contact you. We appreciate your interest in working with us.

Part 2: Job Description & Responsibilities

The Big Picture:

Anglophone North School District is looking for people who want to work as "on-call" office helpers. This is a flexible job where you fill in when needed to help the school office run smoothly.

Daily Tasks in Simple Terms:

- Helping teachers and principals with office work.
 - Answering phones and replying to emails.
 - Keeping student files organized and updated.
 - Writing letters and reports.
 - Helping out during school events.
 - Tracking when students are absent.
 - Talking to parents and students in a helpful, polite way.
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Part 3: Requirements & Testing

What you need to have:

- Schooling or experience in office work.
- Good people skills and the ability to stay organized.
- Knowledge of how to use a computer (especially Word and Excel).
- The ability to work alone or with others and handle different tasks.
- A clean criminal record check.

The Testing Process:

If we pick you, you will have to take a timed computer test in Miramichi, Bathurst, or Dalhousie. This is just to see how fast and accurately you can use Microsoft Office when you're on a deadline.

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