



## **Senior Office Administrator (Full-Time, One-Year Contract)**

We are seeking a highly organized and proactive **Senior Office Administrator** to join our administrative team on a one-year contract, with the opportunity of extension. This position is designed to enhance the efficiency of school operations by providing vital administrative support, with a focus on scheduling, reporting, and compliance. The ideal candidate will be detail-oriented, tech-savvy, and comfortable managing both routine processes and dynamic, day-to-day school needs.

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### **Position Overview**

This full-time, one-year contract role is ideal for a candidate who thrives in a dynamic environment and is passionate about efficient school operations. You will support faculty, students, and administrative staff by ensuring smooth daily logistics, managing key processes, and helping maintain compliance with school and Ministry requirements. This person will work in conjunction with the Front Office Assistant to coordinate efforts and ensure seamless front office operations.

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### **Key Responsibilities**

#### **Coverage Management**

- Coordinate daily and long-term faculty coverage and substitute teacher scheduling.
- Manage professional development and event scheduling.
- Submit Occasional Teacher Timesheets bi-monthly to the Chief Accountant.

#### **General Administration**

- Maintain procedural documentation and organize digital files in shared drives.
- Oversee account credential management and vendor communications.
- Support internal scheduling, meeting coordination, and administrative documentation.
- Maintain Ministry compliance and reporting documentation, including ONSIS and NOI submissions.

#### **Supplies Management**



- Track and manage purchases for office and school supplies.
- Maintain vendor contact lists and oversee order fulfillment and delivery tracking.

## Day-to-Day School Operations

- Coordinate with custodial staff for maintenance needs.
- Assist staff with scheduling, event logistics, and day-to-day operational needs.
- Support recurring programs and events.
- Respond to operational messages and emails in a timely and professional manner.

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## Qualifications

- 3 + years of experience in administration, preferably in a school or educational setting.
- Excellent verbal and written communication skills.
- Strong organizational and time-management skills with a high attention to detail.
- Proficiency with Google Workspace, Microsoft 365, and digital tools for communication and scheduling.
- Ability to multitask and prioritize in a fast-paced environment.
- Familiarity with Ministry compliance documentation is an asset.
- **Proficiency in English is required; the ability to communicate in French and/or Hebrew is a strong asset.**

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This **full-time, one-year contract position** offers an exciting opportunity to contribute meaningfully to school operations and to be part of a warm, collaborative team.

## Position Details

- **Start Date:** July 1, 2025
- **Salary:** \$65,000 – \$75,000, commensurate with experience

To apply, please submit your **résumé** and **cover letter** to Vice Principal, Melissa Thompson at: [teach@theojcs.ca](mailto:teach@theojcs.ca).