

# School Secretary

**Posted By:** Halifax Chinese Language School

**Location:** Halifax

**Salary:** \$24 Per Hour

**JOB ID :** RJ3017889

**Posting Date :** 05-Feb-2025

**Expiry date :** 04-Aug-2025

**Education :** Post Secondary

**Language :** English, Mandarin

**Vacancies :** 1

**Years of Experience :** Fresher (less than 1 year)

**Job Type :** Full Time

## Job Description

### **Job Posting: School Secretary**

Position Type: Full-Time, Permanent

Wage: \$24/h, 30-35 hrs/week

Location: Halifax, NS

### **About Us:**

At Halifax Chinese Language School, we are dedicated to providing quality education and fostering an environment where students can thrive to learn Chinese and upgrade Math skills. We are seeking a highly organized and professional School Secretary with fluent skills in both English and Mandarin to join our team and contribute to our mission of educational excellence.

## Key Responsibilities:

- Serve as the first point of contact for visitors, parents, and students, providing exceptional customer service.
- Coordinate schedules, appointments, and meetings for staff and administration.
- Manage the school's administrative functions, including answering phones, responding to emails, and maintaining records etc..
- Maintain confidentiality in handling sensitive information.
- Assist in preparing reports, documents, and correspondence as needed.
- Handle student attendance records and other related administrative tasks.

## Qualifications:

Education: Post-secondary education is required.

Language skills: fluent skills in both Mandarin and English

Experience: Previous experience in a similar role is an asset.

- Strong organizational and time-management skills.
- Excellent verbal and written communication skills.
- Proficiency in office software, including Microsoft Office Suite (Word, Excel, and Outlook).
- Ability to multitask and prioritize tasks effectively.
- Friendly and professional demeanor.

## Why Join Us?

- A collaborative and supportive work environment.
- Opportunities for professional growth and development.
- The chance to make a meaningful impact in the lives of students and the community.

## How to Apply:

Interested candidates are invited to submit their resume and a cover letter detailing their qualifications and interest in the position. Applications can be sent to [jsheng888@hotmail.com](mailto:jsheng888@hotmail.com).

Halifax CLS is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [jsheng888@hotmail.com](mailto:jsheng888@hotmail.com)**

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