

TITLE: DISPATCH CO-ORDINATOR HUMAN RESOURCES 088
SECTION: Human Resources
REPORTS TO: District Principal of Human Resources

SUMMARY

Under the general direction of the District Principal of Human Resources, or designate, utilizing an automated dispatch system, receives requests and dispatches appropriate employees to replace education and support staff as and when required; maintains a designated confidential filing system.

DUTIES

1. Utilizes an automated dispatch system to dispatch replacement employees in accordance with prescribed curriculum and collective agreement criteria.
 2. Provides assistance and direction to all teachers-on-call and support replacement employees and uses tact, discretion and diplomacy in providing service to all education, support and administrative staff.
 3. Maintains a designated, hard copy, confidential filing system for the Human Resources Department.
 4. May, on occasion, be required to perform other duties as assigned.
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QUALIFICATIONS

- High school graduation or the equivalent
 - One year secretarial certificate with emphasis in computer data bases, from a recognized post-secondary institute.
 - Two years related experience or an equivalent combination of training and experience.
 - Extensive knowledge of data processing using Microsoft products in a Windows environment.
 - Minimum keyboarding speed of 50 cwpm.
 - Excellent organizational, interpersonal and communication skills.
 - Ability to perform duties independently with speed and accuracy and to work effectively under pressure with deadlines and with minimal supervision.
 - Ability to operate standard office equipment.
 - Ability to maintain the confidentiality of sensitive information seen or heard.
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