

## **JOB POSTING BILINGUAL SUPPORT STAFF**

QECO/COEQ is an organization sponsored by the four Ontario teacher affiliates; AEFO, ETFO, OECTA and OSSTF. Its mandate is to evaluate the academic and professional qualifications of teachers from publicly funded school boards across the province for salary category placement. QECO/COEQ currently has an open job position for a **BILINGUAL SUPPORT STAFF**. This role will be a full-time, permanent position working onsite in the Toronto office.

### **Responsibilities of the position include:**

- Process and prepare incoming teacher applications for evaluation.
- Help desk support for teacher inquiries by phone, email and in person.
- File maintenance for records management.
- Duties related to the job requirements as assigned by the Executive Director.

### **Qualifications for the positions include:**

- Fluency in both oral and written English and French.
- Excellent administrative, interpersonal, communication and computer skills.
- Proficient troubleshooting and problem-solving skills.
- Excellent organizational & time management skills.
- Previous experience in an office environment.
- Acceptable combination of education and equivalent work experience.

**Closing date for applications: October 11, 2024 at 4:00pm.**

Interested candidates are invited to submit a covering letter, resume and 3 references in confidence to: [careers@qeco.ca](mailto:careers@qeco.ca) - **Attention: Human Resources**

We thank all who apply, but only those candidates selected for an interview will be contacted.

*QECO/COEQ is an equal opportunity employer with defined benefits and pension plans.*