

Posting- Administrative Assistant 2 BILINGUAL (FRE-ENG) 0.80 FTE

*****Demonstrate proficiency in both French and English, with advanced fluency in French.*****

In a Catholic environment that fosters collegiality and supports continuous learning, the Administrative Assistant 2 – BILINGUAL (FRE/ENG) provides support services in an office setting within the Catholic Education Centre.

If you do not see yourself fully reflected in every job requirement listed on the posting above, we still encourage you to reach out and apply. Rooted in our Catholic faith, we are committed to creating a more diverse, equitable, and inclusive organization and we strongly encourage applicants of all genders, ages, ethnicities, cultures, abilities, sexual orientations, and life experiences to apply. Support is available upon request for candidates taking part in all aspects of the selection process. Finally, we know that emergencies happen, and you may need to reschedule an interview - we understand and encourage you to be in communication without worrying about losing the opportunity or your credibility.

Start Date — August 2026- TERM 10 month **(0.80 FTE Contract)**

Pay Scale = Pay Level 4 (\$28.41 - \$31.72) based on experience

How to Apply: [APPLY HERE](#) by **Friday, August 7, 2026**

Education – Preference will be given to an individual holding an Office Education or Business Administration Certificate at a recognized institution and/or have a minimum of 2 to 3 years of experience working in an office environment.

internal / external

