



## JOB ADVERTISEMENT - DIOCESE of TIMMINS

### SECRETARY

#### **Position:**

- Bilingual (French-English) full time position for the Roman Catholic Diocese of Timmins in Timmins, Ontario.
- The Bishop's Secretary reports to the Bishop of the Diocese.

#### **Position Description:**

The secretary will assume administrative and secretarial tasks at the request of the Bishop in order to optimize office procedures.

He/she will be the point of reference to schedule appointments with the Bishop and to plan confirmation dates in the parishes.

He/she will assist colleagues by helping them plan diocesan celebrations.

#### **Responsibilities:**

- Answer telephone calls/emails addressed to the diocesan Bishop and redirect them.
- Schedule and attend meetings of some diocesan committees, prepare the agendas and write the minutes.
- Prepare and transmit the Bishop's correspondence, memos and other documents.
- Archive and update the Bishop's correspondence and documents.
- Control supplies for the Bishop's office.
- Organize travels for the Bishop.
- Manage the files of foreign priests.
- Update and publish the Diocese of Timmins website.
- All other related tasks.

#### **Qualities and skills required:**

- Excellent sense of organization, initiative and quality work.
- Excellent oral and written communication skills.
- Good interpersonal relationships.
- The person in this position must be Catholic and demonstrate discretion and professionalism.

#### **Qualifications:**

- Secretarial diploma or its equivalent.
- Two years experience in a secretarial position.
- Proficiency in Microsoft Office software.

**Start Date:** November 2022

**Salary:** to be determined

Any interested person with the required qualifications is invited to submit their curriculum vitae before October 1, 2022.

**Human Resources R.C.E.C. of the Diocese of Timmins**  
**65 Jubilee Ave. East, Timmins (Ontario) P4N 5W4**  
**Telephone: 705-267-6224 / Facsimile: 705-267-6226/ Email: econome@dioctims.ca**

