???? Job Opportunity: School Secretary (Canada) ????????

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https://www.freelocalclassifiedads.co.za/itsoseng/jobs/job-opportunity-school-secretary-canada_i5287981

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???? Job Opportunity: School Secretary (Canada) ????????: Position: School Secretary
Location: Canada
Salary: $34 per hour
Qualification: Must have a College Diploma or Bachelor's Degree
Eligibility: Open to both local and foreign applicants

Job Overview:
A well-established educational institution in Canada is looking for a School Secretary to join their administrative team. This role offers a competitive hourly wage of $34 and is open to foreign applicants seeking opportunities in Canada.
As a School Secretary, you will play a key role in supporting school operations by managing administrative tasks, handling student records, and assisting with daily school activities.

Key Responsibilities:
?? Manage student records, attendance, and school documentation
?? Assist in scheduling and coordinating meetings, events, and appointments
?? Communicate with teachers, students, parents, and staff
?? Handle emails, calls, and correspondence efficiently

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