



St. Thomas More Collegiate

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One-Year Contract (School year) with the possibility of Continuing– Office Assistant (Full time)

Start Date – As soon as possible.

St. Thomas More Collegiate (“STMC”), a progressive co-ed Blessed Edmund Rice Christian Brother Catholic Independent high school in Burnaby, B.C., is seeking an Office Assistant for a one-year contract (School year) with the possibility of continuing to join our team.

Job Responsibilities:

Reception Duties:

- Answering phones and greeting visitors, students, and staff at the Front Desk.
- Receiving deliveries on behalf of the school and notifying staff of pertinent deliveries.
- Maintaining and organizing sign-in and sign-out records for all visitors to help maintain school security.
- Managing visitor entry and movement, which includes preparing sign-in sheets, badges, notices, cleanliness of foyer, etc.
- Assisting teachers, students and trip leaders. For school trips, documenting the safe return of students and contacting the admin team in the event of any school trip problems or issues.
- Assisting in calling parents on behalf of students who are ill.
- Assisting and managing 3rd party contractors who annually visit the school such as photographers, nurses, etc.
- Monitoring the health and safety of students when necessary and providing ice packs, band-aids and other first aid items in accordance with family permissions for providing aid. (this includes ensuring Student Accident reports are completed in timely manner).
- Other reception duties per administrative guidance from the Business Operations Manager and the school administrative team.

Supplies and Services Provisioning:

- Monitoring supplies and equipment, ordering stationery supplies, monitoring and ordering paper for the copiers, and maintaining supplies of band-aids, ibuprofen, etc for the front desk.
- Securing shredding services, etc.
- Maintaining the First Aid Room in a ready-to-use state, with all necessary equipment and supplies.
- Other ordering supplies and services provisioning duties per administrative guidance from the Director of Business Operations and the school administrative team.



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General Office Duties:

- Fulfilling general office and operational duties, including updating and preparing paper and digital schedules for students and staff, processing incoming and outgoing mail (includes maintaining the postage meter), organizing courier packages for pickup and delivery, maintaining the internal office mailbox, and distributing other communications as needed.
- Addressing general housekeeping needs, liaising with and assisting the Parent Association, monitoring students, relaying information and messages, filing and organizing lost and found items.
- Maintaining the phone directory and alarm directory for Staff. Creation of school based phone tree for emergencies.
- Managing the Retreat Letters for Grade 12 students, and other retreat-related work.
- Participating in and demonstrating an understanding of Emergency Drill activities (in collaboration with Administrative Assistant).
- Other general office duties per administrative guidance from the Director of Business Operations and the school administrative team.

Event planning and presentation:

- Collaborating and assisting with the planning, coordination and presentation of all school events, including Open House, Parent Teacher Interviews, Mother's Day Mass, Walkathon, Remembrance Day Service, Night of Knights, Graduation events, within provided budgets set for the events and providing on-site support.
- Other event planning and presentation duties per administrative guidance from the Director of Business Operations and the school administrative team.

Office Records and Organization (in collaboration with the Administrative Assistant):

- Organizing and maintaining student records, file room and database (which includes ensuring that accurate information is passed on to the Business Office and Development & Community Relations).
- Overseeing, maintaining and making changes as required to the Staff Directory.
- Other office records and organization duties per administrative guidance from the Director of Business Operations and the school administrative team.

Other Duties:

- Maintaining a high degree of discretion, objectivity and confidentiality.
- Providing reception relief and other support for the Administrative Assistant as needed.
- Learning and applying basic PowerSchool skills to support school operations, under the supervision of the Director of IT.
- Creating, maintaining and updating the Procedure Manual for the position.
- Attending professional workshops, and seminars for professional development per



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administrative guidance

- Performing other duties as related or assigned by the President, Principal, Vice Principal, Director of Business Operations, Directors, Administrative Assistant, etc. which may include assisting other administrative areas across the school.
- Participating annually in the performance assessment of the position.
- Duties to be reviewed on an annual basis.

Competencies:

- Completion of post-secondary education (degree, diploma, certificate required)
- 3-5 years previous administrative experience preferred.
- Welcoming, approachable demeanor and professional appearance.
- Strong organizational and time management skills, productive and efficient.
- Excellent problem solving abilities takes initiative and is proactive.
- Flexible, ability to adapt well to change and prioritize and multi-task in a fast-paced environment
- High level of professionalism and punctuality, with an ability to work effectively with minimal supervision.
- Excellent written and oral communication skills.
- Strong interpersonal skills and collaborative working style.
- Proven ability to exercise tact, discretion, objectivity and good judgement when dealing with confidential and sensitive matters.
- A high level of attention to detail
- Computer Literacy: previous experience conducting mail merges required, previous contact management/database experience is an asset, quick learner of new and various types of software. Intermediate to advanced skills in Microsoft Office Suite (MS Word, Excel, PowerPoint) as well as proficiency with google docs, forms and sheets, Gmail and calendars.

Reporting:

- The Office Assistant will report directly to the Director of Business Operations.

Salary Range: \$55,000 to 62,000

Questions relating to the specific position can be sent directly to STMC's Director of Business Operations, Susan Silveira via susan.silveira@stmc.bc.ca

*****Only those selected for interviews will be contacted*****



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Please send your resume and cover letter to by September 12, 2025

Susan Silveira, Director of Business Operations
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Notes:

The position of St. Thomas More Collegiate is to hire, when available, qualified Catholic applicants who in addition to carrying out their professional responsibilities will exhibit conduct consistent with Catholic denominational standards and model espoused by Blessed Edmund Rice in their professional and personal life.