

# **School Secretary**

### Posted by Halifax Chinese Language School

Posting Date: 18-Jun-2025

Closing Date: 15-Dec-2025

**Location: Halifax** 

**Salary:** \$24 Per Hour

## **Job Requirements**

Education: Post SecondaryLanguage: English, Mandarin

• Years of Experience: Fresher (less than 1 year)

• Vacancy: 1

Job Type: Full TimeJob id: ABOJ4108612

## **Job Description:**

**Job Posting: School Secretary** 

Position Type: Full-Time, Permanent

Wage: \$24/h, 30-35 hrs/week

Location: Halifax, NS

#### **About Us:**

At Halifax Chinese Language School, we are dedicated to providing quality education and fostering an environment where students can thrive to learn Chinese and upgrade Math skills. We are seeking a highly organized and professional School Secretary with fluent skills in both English and Mandarin to join our team and contribute to our mission of educational excellence.

### **Key Responsibilities:**

- Serve as the first point of contact for visitors, parents, and students, providing exceptional customer service.
- Coordinate schedules, appointments, and meetings for staff and administration.
- Manage the school's administrative functions, including answering phones, responding to emails, and maintaining records etc..
- Maintain confidentiality in handling sensitive information.
- Assist in preparing reports, documents, and correspondence as needed.
- Handle student attendance records and other related administrative tasks.

#### **Qualifications:**

Education: Post-secondary education is required.

Language skills: fluent skills in both Mandarin and English

Experience: Previous experience in a similar role is an asset.

Why Join Us?
- A collaborative and supportive work environment.
- Opportunities for professional growth and development.
- The chance to make a meaningful impact in the lives of students and the community.
How to Apply:
Interested candidates are invited to submit their resume and a cover letter detailing their qualifications and interest in the position. Applications can be sent to jsheng888@hotmail.com.
Halifax CLS is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.