



Employment Opportunity

Date: May 13, 2019	Bulletin No. 18-19 142
Position: School Secretary	Assignment: Full-time Permanent (7.0 hours/day)
School: Dawson Trail School	Closing date: Thursday, May 23, 2019

Start Date: August 2019

Qualifications:

- Completion of a one or two year college program for secretaries / administrative assistants, or equivalent combination of education and experience
- Previous related experience in an office setting
- Ability to create a welcoming and inviting atmosphere to the front office of the school
- Ability to speak German would be considered an asset
- Excellent organizational, communication, interpersonal and customer service skills
- Demonstrated proficiency in the use of personal computers and related software applications (Word, Excel, Access, PowerPoint) in a Windows environment
- Demonstrated proficiency with purchase orders, bookkeeping to include reconciling school budget, monthly bank statements, timesheets
- Demonstrated ability to be self-motivated with initiative
- Ability to make a positive contribution within a team environment
- Demonstrated ability to multitask with a high degree of accuracy and attention to detail
- CPR & First Aid training
- Previous experience working with student information systems (i.e. Maplewood) would be considered an asset

Interested candidates are invited to submit a cover letter and resume, along with three (3) references on or before 4:00 pm on the closing date listed above to:

Randy Engel, Principal
 Dawson Trail School
 Fax: 204-878-3576
 Email: rengel@srsd.ca

Note: We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Seine River School Division welcomes diversity in the workplace and encourages applications from all qualified candidates, including women, aboriginal peoples, people with disabilities and racial minorities.