



Employment Opportunity

Date: May 8, 2019	Bulletin No. 18-19 145
Position & Assignment: School Secretary - Full-Time Permanent (7.0 hours/day)	
School: Collège Lorette Collegiate	Closing date: Thursday, May 16, 2019
Start Date: May 21, 2019	
Qualifications: <ul style="list-style-type: none">• 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• Fluency in both official languages (French & English) written and oral is required• Demonstrated proficiency in the use of Human Resource Information/Database Systems which includes absence/replacement tracking, entry, reconciliation, etc.• Demonstrated proficiency with purchase orders and bookkeeping which includes reconciling school budget, monthly bank statements, timesheets, etc.• Excellent organizational, communication, interpersonal and customer service skills• Demonstrated proficiency in the use of personal computers and related software applications (Word, Excel, PowerPoint, Publisher) in a Windows environment• 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: <p style="text-align: center;">Teresa Yestrau, Principal Collège Lorette Collegiate Fax: (204) 878-3582 Email: tyestrau@srsd.ca</p>	
Note: We thank all applicants for their interest, however, only those selected for an interview will be contacted.	
<i>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.</i>	