



LAKESHORE
SCHOOL DIVISION

School Secretary

Eriksdale School is a K – 8 school with an enrollment of approximately 145 students. Lakeshore School Division is hiring a term **school secretary** at Eriksdale School starting ASAP until October 29th, 2021 or until the return of the regular employee.

Under the direction and supervision of the Principal, the school secretary shall be responsible for the secretarial and clerical duties required to conduct the effective and efficient operation between the school and the administration office. Computer and keyboarding skills are essential. The candidate must also be willing and able to learn and use other technologies / programs, such as the school administration software (PowerSchool), an automated phone and Atrieve accounting software.

Must have:

- ◆ Grade 12 (Post-Secondary Education would be an asset)
- ◆ Excellent communication skills
- ◆ Excellent customer service skills
- ◆ Experience in office and computer usage, particularly MS Office – Word, Excel, Access, Publisher
- ◆ Typing speed of 50 wpm

For more information, please refer to the Divisional job description.

SHIFT: 7 hours per day

School hours are 8:30 - 4:30 (Schedule to be determined)

SALARY: As per collective agreement

Interested candidates may forward their application to:

Jennifer Desjarlais, Eriksdale School Principal
1 School Road
Eriksdale, MB, R0C 0W0 Phone: (204) 739-2635 Fax: (204) 739-2735
Email: desjarj@lakeshoresd.mb.ca

Deadline for applications: Monday, September 27th 2021 at 3:30 p.m.

Lakeshore welcomes applications from people with disabilities. Accommodations may be available upon request. We thank all who applied for their interest, but only those selected for an interview will be contacted. Lakeshore School Division may contact former employers. For more details, please refer to the Divisional job description.

Successful candidates must complete a Criminal Record/Vulnerable Sector and Child Abuse Registry check prior to commencing employment