

1.0 Executive Assistant – Staff Services

BULLETIN NUMBER:	452/E/24	DATE POSTED:	July 31, 2024
SCHOOL:	NORBERRY BOARD OFFICE – 900 St. Mary’s Road		
COMMENCING:	As soon as can be arranged		
COMPENSATION:	Non-Union Hourly	Range \$74,314 - \$81,231	
HOURS:	7.0 hours per day, five days per week		

JOB SUMMARY:

The Executive Assistant – Staff Services is responsible for providing a broad range of coordination and administrative support to the Assistant Superintendent of Staff Services as well as the Staff Services division. The Executive Assistant – Staff Services will be required to work collaboratively to support the Senior Leadership Team (SLT) as part of the SLT Executive Assistants Team. This team will also work collaboratively with the Communications Team.

The incumbent is required to provide support to the division through receiving and triaging daily inquiries from schools, divisional employees, union personnel etc. Additional responsibilities include organizing workflow, establishing and maintaining effective and efficient office systems, correspondence and issues tracking, priority identification and deadline control, scheduling meetings and appointments, screening and referring incoming inquiries and requests, information gathering, coordinating travel arrangements, purchase requests, budget monitoring, and filing and compilation and preparation of routine correspondence.

The Executive Assistant will also be responsible for conducting research and creating reports on various topics for the SLT, providing assistance with special projects, and compiling and organizing data to prepare research papers, presentations, and internal/external meetings.

RESPONSIBILITIES AND DUTIES:

As the Executive Assistant - Staff Services, you will:

- Provide clerical and administrative support to the Assistant Superintendent of Staff Services as well as to the division.
- Work collaboratively with the Senior Leadership Team Executive Assistants to support projects, meetings and tasks.
- Triage daily inquiries from schools, employees, union personnel and various other stakeholders.
- Prepare correspondence, research and draft policy, prepare presentation and meeting minutes.

QUALIFICATIONS (EDUCATION AND EXPERIENCE):

Education/Certification/Training

- Completion of an undergraduate degree in business administration, public administration or a related field or the equivalent combination of education, training and experience.
- Human Resource Management Certificate or Diploma is an asset.

Experience

- Three (3) years' experience working in a professional office setting performing administrative/clerical duties.
- Experience providing scheduling support, maintaining and using work tracking systems in a fast paced, dynamic work environment is required.
- Ability to exercise discretion and good judgement in protecting private and confidential information is required.
- Experience creating, reviewing and editing documents, tools, templates etc. to support the program is required.
- Strong work experience using MS Office 365 products including (Word, Excel, Outlook and SharePoint) is required.
- Experience with policy research and development is an asset.
- Experience with continuous improvement by proposing new and/or better processes with exceptional attention to detail.
- Highly developed communication and interpersonal skills; must be able to act with tact and diplomacy when dealing with sensitive information and with members of the LRSD community.
- Excellent verbal and written communication skills in English is required, verbal and written skills in French may be required.
- Oral and written communication skills in other languages are considered an asset.
- Effective problem-solving skills.
- Ability to work effectively as a team member as well as independently.
- Experience working in a publicly funded, unionized organization is preferred.
- Experience working with NAV or another related Human Resource Information System is preferred.

CONDITIONS OF EMPLOYMENT:

- Satisfactory Criminal Record Check, including Vulnerable Sector Search.
- Clear report from the Child Abuse Registry.
- Respect In School or equivalent training is required.
- Review and comply with Divisional policies and guidelines.
- Continued employment is subject to maintaining legal eligibility to work in Canada.

APPLICATION PROCEDURE:

The Louis Riel School Division is committed to employment equity and accessibility. We encourage applications from members of equity-seeking groups with diverse abilities, backgrounds, cultures, identities.

- Apply by using the LRSD online submission process at www.lrsd.net.
- Include in your resume and cover letter your strengths and abilities and clearly define how you meet eligibility for the role.
- Identify the names and contact information of three references.
- Address cover letter and resume to Staff Services, Louis Riel School Division.
- Quote the Bulletin Number on the application; a separate application is required for each job bulletin.
- Upload your resume and cover letter as one document.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

APPLICATION DEADLINE:

4:00 p.m., Wednesday, August 14, 2024



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