



1.0 BILINGUAL ADMINISTRATIVE SECRETARY

BULLETIN NUMBER	729/C/21	DATE POSTED:	April 7, 2022
SCHOOL	ÉCOLE PROVENCHER		
COMMENCING:	May 2, 2022		
COMPENSATION:	Payband 5	\$27.74	to \$30.54
HOURS:	7 hours per day, 5 days per week, 10.5 months per year		

POSITION DESCRIPTION:

Under the supervision of the Principal, the Administrative Secretary manages, maintains, and facilitates the operations of the school office, and provides administrative support to the school administrators. Typical duties include word process and transcribe confidential correspondence, evaluations, and reports; organize and maintain office files; organize and maintain school fund accounting and grant accounts; organize and coordinate volunteers; ensure the proper operation and maintenance of the student software systems (Tyler SIS); create and maintain students records and related documents; and perform other related secretarial duties. Excellent verbal and written skills in both official languages (English and French) is required.

REQUIRED AND PREFERRED QUALIFICATIONS: Candidates to be considered may be subject to testing.

Education and Training:

- completion of a minimum 1 year diploma or certificate program in administrative assistant, secretary, office administration or related discipline is required from a certified business school or community college (keyboarding, administrative procedures, records management, basic (L1) accounting, business math, business writing and grammar, business computing (MS Office Systems), advanced word processing, basic Excel and Power-Point, office professionalism, event planning and management, and customer service).

Experience, knowledge and skills:

- three years of recent experience in a senior/head secretary or office manager role; an equivalent combination of related experience, training and education may be considered
- experience with evaluating office systems and implementing new processes and procedures
- ability to develop systems, protocols and standards to organize electronic and manual files and records advanced word processing and document formatting skills
- excellent written communication skills
- basic understanding of accounting theory and procedures
- strong spreadsheet, email & Internet skills (MS Office preferred)
- ability to learn new software programs and to adapt to technology changes
- basic understanding of payroll and related legislation
- formal training in supervision skills and/or organizational behaviour is preferred
- ability to work effectively as a team member and independently
- ability to work harmoniously with colleagues and managers and to interact effectively with administration, staff, students and the public
- ability to work in a school environment and address needs of students within the role
- strong organizational and prioritizing skills
- keyboarding skills of 60 words per minute
- ability to meet multiple demands and deadlines in a busy office environment with many interruptions
- good understanding of the role of confidentiality and privacy issues in a school setting
- ability to deal with difficult and sensitive situations with tact and diplomacy
- previous administrative experience in a school setting is an asset
- previous experience with computerized student record systems preferred (Tyler SIS)

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.

Please apply by using the LRSD online submission process at www.lrsd.net. Upload your resume and cover letter including the names of three references, and address to: Lisa Aitken, Assistant Superintendent, Louis Riel School Division

APPLICATION DEADLINE: 4:00 p.m., Wednesday, April 13, 2022

IMPORTANT NOTES RELATING TO YOUR APPLICATION:

- Bulletin number must be quoted on each application; a separate application is required for each job Bulletin.
- Selection of candidates shall adhere to the collective agreement provisions between the LRSD and CUPE 4642
- Offer of employment with the Louis Riel School Division will be subject to the results of a Criminal Record Check (including Vulnerable Sector Search) and a clear report from the Child Abuse Registry.
- We thank all applicants for their interest; however only those selected for further consideration will be contacted.



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