DIVISION SCOLAIRE LOUIS RIEL SCHOOL DIVISION

1.0 Secretary

BULLETIN NUMBER:	**880/C/23**	**DATE POSTED:**	**February 7, 2024**
SCHOOL:	**WINDSOR PARK COLLEGIATE**		
COMMENCING:	March 4, 2024		
COMPENSATION:	Clerical-Technical Payband 7		**$25.68 to $27.98**
HOURS:	7.0 hours per day, 10.5 months per year		

JOB SUMMARY:

Under the coordination of the Administrative Secretary and direction of the Principal, the incumbent will be required to provide clerical services for the administration and teaching staff and assist the Administrative Secretary with the performance of their duties. The incumbent will be responsible for clerical, receptionist, and general office functions and will provide assistance with data entry functions on the in-house computer system. The incumbent may be required to apply first aid to sick or injured students. They will be required to perform other related secretarial duties.

QUALIFICATIONS (EDUCATION AND EXPERIENCE):

- Completion of post-secondary training in secretarial or office administration. A combination of education and experience may be considered.
- Must be able to type/keyboard a minimum of 45 words per minute.
- Strong clerical skills and knowledge of office procedures and systems.
- Good organizational skills and willingness to take initiative.
- Strong computer skills including with word processing, spreadsheets, and email.
- Previous experience using databases preferred; experience with Tyler SIS is ideal.
- Ability to work efficiently in busy office environment with many interruptions.
- Good public relations and communication skills.
- Ability to work as an effective team member and independently.
- Knowledge and/or experience with operation of switchboard may be required.
- Current first aid training is an asset.
- Excellent verbal and written skills is required. Other LRSD Community Languages is an asset.

CONDITIONS OF EMPLOYMENT:

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

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.
- Selection of candidates shall adhere to existing CUPE 4642 collective agreement provisions.

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

APPLICATION DEADLINE:	**4:00 p.m., Tuesday, February 13, 2024**

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