



LAKESHORE
SCHOOL DIVISION

Casual Support - Division Office

Lakeshore School Division is currently accepting applications for Casual Division Office Support, starting as soon as possible.

These positions will involve a variety of daily functions including, but not limited to, front desk reception, bus communication, document processing and general support duties for our Finance Department and Senior Administrative team.

To be successful in this role you will portray a professional demeanor and have superior organizational, communication, time management and technical skills. This position requires a great deal of confidentiality, interpersonal interaction, and the ability to multi-task.

Requirements:

- Administrative/office assistant experience or equivalent
- Strong attention to detail and ability to multi-task in a fast-paced environment
- Strong team player with superior communication skills, including social media communications.
- Excellent time management skills with a strong ability to prioritize effectively.
- Excellent communication and interpersonal skills
- Advanced proficiency and creativity with Microsoft Office (Outlook, PowerPoint, Excel, Word, Teams)

Please forward your cover letter, resume and 3 references to

Mr. Donald Nikkel, Superintendent of HR, Policy and PR
Box 100 Eriksdale, MB R0C 0W0
Ph (204)739-2101 Fax (204) 739-2145
Email: nikkeld@lakeshoresd.mb.ca

Application deadline: Friday October 13, 2023 at 3:30pm.

Lakeshore welcomes applications from people with disabilities. Accommodations may be available upon request. We thank all who apply for their interest, but only those selected for an interview will be contacted. Lakeshore School Division may contact former employers.

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