LAKESHORE
SCHOOL DIVISION

<u>Administrative Assistant</u>

Lakeshore School Division is currently accepting applications for a full-time Administrative Assistant, commencing July 1, 2024.

The position will involve a variety of daily functions including, but not limited to, front desk reception, logistics and transportation department support, document processing and general duties for our Senior Administrative team.

To be successful in this role the candidate will portray a professional demeanor and have superior organizational, communication, accountability and technical skills. This position requires a great deal of confidentiality, interpersonal interaction, time management and the ability to prioritize the workload. This position is based out of our Division Office in Eriksdale.

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

<u>Application deadline: Monday April 15, 2024, at 4:00 p.m.</u>

Lakeshore welcomes applications from people with disabilities and accommodations for them 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. For more details, please refer to the division's job description. *Successful candidates must complete a Criminal Record/Vulnerable Sector and Child Abuse Registry check prior to commencing employment.*