



## **WORKPLACE SAFETY AND HEALTH & TRANSPORTATION ADMINISTRATIVE ASSISTANT**

Lakeshore School Division invites applications for a full-time **Workplace Safety and Health & Transportation Administrative Assistant** commencing as soon as possible.

Lakeshore School Division is seeking a reliable, collaborative, and knowledgeable individual to provide administrative support related to our transportation, workplace safety and health, and maintenance departments. The successful candidate will have excellent communication, organizational and problem-solving skills. They will also have a demonstrated knowledge of the transportation sector, workplace health and safety & strong computer skills.

Preference will be given to individuals who possess or who are eligible for a Safety & Health Officer Certification.

### **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 a letter of application with a resume and three 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](mailto:nikkeld@lakeshoresd.mb.ca)

**Application deadline: Wednesday, September 11<sup>th</sup>, 2024, at 4:00 p.m.**

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.*