



School Secretary

Fisher Branch Early Years is a K-4 school in Fisher Branch, Manitoba, with a current enrollment of 121 students. Lakeshore School Division is hiring a **School Secretary** at Fisher Branch Early Years School **starting November 4, 2024.** Under the direction and supervision of the Principal, the school secretary shall be responsible for the secretarial and clerical duties required to conduct the effective and efficient operation of the school administration office. Computer and keyboarding skills are essential. The candidate must also be willing and able to learn and use other technologies / programs, such as the school administration software (PowerSchool), an automated phone and Atrieve accounting software.

Must have:

- ◆ Grade 12 (Post-Secondary Education would be an asset)
- ◆ Excellent communication skills
- ◆ Excellent customer service skills
- ◆ Experience in office and computer usage, particularly MS Office – Word, Excel, Access, Publisher
- ◆ Typing speed of 50 wpm

For more information, please refer to the Divisional job description.

SHIFT: 6.0 hours per day (Schedule to be determined) plus an option to be considered for 2 additional hours as an Educational Assistant

SALARY: As per collective agreement

Interested candidates may forward their application to:

Angela Caines, Principal
PO Box 355
Fisher Branch, MB, R0C 0Z0
Phone: (204) 372-6615 Fax: (204) 372-6100
Email: cainesa@lakeshoresd.mb.ca

Deadline for applications: Friday, November 1, 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.*