



Lakeshore School Division Office in Eriksdale is hiring an Administrative Assistant for up to 40 hours per week

Lakeshore School Division is seeking a highly organized, dependable Administrative Assistant to support divisional operations. This position plays a key role in ensuring the efficient functioning of the division by providing administrative support across front desk operations, Human Resources, Finance and the Office of the Superintendent.

Key Responsibilities:

- Provide front desk reception and internal coordination
- Support Human Resources administrative processes
- Provide administrative support to the Finance department
- Provide administrative support to the Superintendent
- Maintain records, documentation, and confidential information
- Assist with scheduling, communication, and daily office operations

What We're Looking For:

- Strong organizational and time-management skills
- High attention to detail
- Ability to manage multiple priorities in a fast-paced setting
- High level of professionalism and discretion
- Strong communication and organizational skills

Qualifications

- Administrative experience preferred
- Experience supporting senior leadership is an asset
- Experience in HR or Finance administration is an asset
- Proficiency in Microsoft Office (Word, Excel, Outlook)

Interested candidates may forward their resume and 3 references to:

Toni Dent

Director of Human Resources

PO Box 100, Eriksdale, MB R0C 0W0

Phone: 204-739-2101 Fax: 204-739-2145

Email: dentton@lakeshoresd.mb.ca

Application review will begin Tuesday April 28th, 2026. Position open until filled.

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.