



School Secretary

Lakeshore School Division is hiring a full-time, 8.0 hours per day, School Secretary at Fisher Branch Collegiate, tentatively commencing June 1, 2026

Lakeshore School Division is seeking a highly organized and detail-oriented School Secretary to support the daily operations of Fisher Branch Collegiate. This position plays a key role in ensuring the efficient functioning of the school office by providing administrative support, coordinating communication, and maintaining accurate records.

Key Responsibilities

- Provide front-line reception and office coordination
- Manage phone calls, emails, and internal communications
- Maintain student records and confidential information
- Support attendance tracking and reporting
- Assist with scheduling, correspondence, purchases and time sheets
- Provide administrative support to school administration and staff

What We're Looking For

- Strong organizational and time-management
- High attention to detail and accuracy
- Ability to manage multiple priorities in a fast-paced environment
- Professionalism and strict confidentiality
- Strong communication and interpersonal skills
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Grade 12 (Post-Secondary Education would be an asset)

Interested candidates may forward their resume and 3 references to:

Amanda Garton

Principal of Fisher Branch Collegiate
 P.O. Box 250, Fisher Branch, MB R0C 0Z0
 Phone: (204) 372-6459 Fax: (204) 372-6363
 Email: gartona@lakeshoresd.mb.ca

Deadline for applications: Wednesday, May 6, 2026, 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.*