



LAKESHORE
SCHOOL DIVISION

Payroll Clerk/Administrative Assistant

We are looking for a dedicated **Payroll Clerk/Administrative Assistant** to join our team, commencing as soon as possible. This is a full-time, 8.0 hour/day, 12-month position based out of our Division Office in Eriksdale.

Working under the direction of the Secretary-Treasurer, the successful candidate will be responsible for the operations of the payroll function of the accounting department. The payroll clerk operates in a divisional office team that provides efficient and effective service within the office as well as service to the entire school division.

This position requires a great deal of confidentiality, interpersonal interaction, time management and the ability to prioritize the workload. Accuracy and attention to detail are mandatory.

Requirements:

- Administrative experience (Payroll and/or Finance preferred)
- Strong attention to detail and ability to multi-task in a fast-paced environment
- Dedicated team player with superior communication skills
- Excellent time management skills with a strong ability to prioritize effectively
- Proficiency with Microsoft Office (Outlook, Excel, Word, Teams)

Interested candidates may forward their cover letter and resume with 3 references to:

Darlene Willetts

PO Box 100
Eriksdale, MB R0C 0W0
204-739-2101
E-mail willetd@lakeshoresd.mb.ca

Application Deadline: Open until Filled – Application Reviewal will begin Tuesday, July 22, 2025

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.*