



SECRETARY

Lakeshore School Division invites applications for a full time term Secretary at Fieldstone Ventures, from August 25, 2025, until June 30, 2026.

Fieldstone Ventures Education & Training Centre Inc. is looking for an applicant to assist with adult learners. The successful candidate will work out of the **Fieldstone Ventures Office in Ashern.**

Under the direction and supervision of the principal, the secretary shall be responsible for the secretarial and clerical duties required to conduct the effective and efficient operation of the administration office. Computer and keyboarding skills are essential. The candidate must also be willing to learn and use other technologies/programs, such as 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

SHIFT: 6.0 hours per day

SALARY: As per collective agreement

Forward a cover letter with a resume and three references to:

Mrs. Terri Otto
 Lakeshore School Division
 PO Box 100
 Eriksdale, MB R0C 0W0
 Phone: (204) 739-2101 Fax: (204) 739-2145
 Email: ottot@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.*