



## **Fieldstone Ventures Adult Learning Center Secretary**

**Lakeshore School Division is hiring a part-time temporary  
Secretary at Fieldstone Ventures Office in Ashern,  
starting August 31, 2026 to June 30, 2027**

Lakeshore School Division is seeking a highly organized and detail-oriented Secretary to support the daily operations of Fieldstone Ventures Adult Learning Center. 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
- Assist with scheduling, correspondence, purchases and time sheets
- Provide administrative support to center director 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)

**Schedule:** Weekdays – 3.5 hours per day

**Salary:** \$21.57 to \$24.37 per hour with benefits

Interested candidates may forward their resume and 3 references to:

### **Toni Dent**

Director of Human Resources

P.O. Box 100, Eriksdale, MB R0C 0W0

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

Email: [dentton@lakeshoresd.mb.ca](mailto:dentton@lakeshoresd.mb.ca)

**Deadline for applications: Friday, July 3, 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.*