



LAKESHORE SCHOOL DIVISION

Financial Administrative Assistant

Lakeshore School Division is currently accepting applications for a full or part-time Financial Administrative Assistant at our Division Office located in Eriksdale, commencing October 2026.

The Financial Administrative Assistant will contribute to the success of Lakeshore School Division by performing extensive administrative and general support duties in a highly responsible and confidential manner for the Senior Management Team.

To be successful in this role, the candidate will portray a professional demeanor and have superior organizational, communication, accountability, and technical skills. This position requires a great deal of confidentiality, interpersonal interaction, time management, and the ability to prioritize the workload.

Requirements:

- Administrative/office assistant experience or equivalent
- Strong attention to detail and ability to multi-task in a fast-paced environment
- Excellent time management skills with a strong ability to prioritize effectively and able to follow through on deliverables and meet tight deadlines.
- Excellent communication and interpersonal skills
- Proficiency and creativity with Microsoft Office (Outlook, PowerPoint, Excel, Word, Teams)

Interested candidates may forward a cover letter, resume and 3 references to:

Toni Dent

Director of Human Resources
Box 100 Eriksdale, MB R0C 0W0
Ph (204)739-2101 Fax (204) 739-2145
Email: dentton@lakeshoresd.mb.ca

Application review will begin September 18, 2026. Position open until filled.

Lakeshore welcomes applications from people with disabilities. Accommodations 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 for Administrative Assistant. *Successful candidates must complete a Criminal Record/Vulnerable Sector and Child Abuse Registry check prior to commencing employment.*