LAKESHORE
SCHOOL DIVISION

Education Administrative Assistant

We are accepting applications for a full-time Education Administrative Assistant at our Division Office located in Eriksdale, commencing December 1, 2026.

The Education Administrative Assistant will contribute to the success of Lakeshore School Division by performing extensive administrative and general support duties for Student Services, the Flex Program, and the Superintendent/CEO.

To be successful in this role, the candidate will portray a professional demeanor and have superior organizational, confidentiality and communication 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)

Schedule: 8.0 hours per day, 12 months per year

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

Darlene Willetts
Superintendent/CEO
P.O. Box 100, Eriksdale, MB R0C 0W0
Phone: (204) 739-2101 Fax: (204) 739-2145
Email: willetd@lakeshoresd.mb.ca

Application review will begin November 30, 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.*