



---

## INVITES APPLICATIONS FOR THE FOLLOWING POSITION

<b>Position:</b>	<b>Clerk Typist</b>
Location:	Berens River School
Start Date:	As soon as possible
Hours/Days/Months:	7.25 hours/day, 5 days/week
Term of Employment:	Term to June 28, 2020
Salary:	\$17.63/hour
Unionized/Non-Unionized:	Non-Unionized
<b>Application Deadline:</b>	<b>Open Until Filled</b>

---

Reporting to the Principal and taking direction from the Principal or Administrative Secretary, the Clerk Typist provides administrative/clerical services related to the operation of the school.

### QUALIFICATIONS

- Grade 12 or an acceptable combination of training and experience
- Clerical and/or secretarial experience in a school setting
- Knowledge of Indigenous Way of Life
- Knowledge of First Aid
- Proficiency in a variety of computer applications in a network environment
- Excellent interpersonal, written and verbal communication skills
- Ability to exercise initiative and judgment in determining work priorities
- Ability to work independently and collaboratively with others
- Possess good working habits (punctuality and attendance)

### DUTIES AND RESPONSIBILITIES

- Types correspondence, teacher evaluations, student handbooks, student reports, statistical reports and school newsletters
- Reconciles request for leave forms with payroll reports, submits adjustments.
- Prepares or assists with the preparation of required month-end reports
- Maintains student, staff and school files, student attendance records and student database
- Processes purchase orders, receives and distributes supplies
- Maintains and balances petty cash
- Receives and directs visitors and telephone calls
- Maintains calendar of events and timetables
- Schedules meetings and parent-teacher interviews
- Administers first aid to students
- Collects and processes incoming and outgoing mail
- Contacts substitutes
- Performs other duties as assigned.

Applications should include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required.

*All applicants are thanked for their interest; however, only applicants selected for an interview will be contacted. By applying, you are consenting that the Division may contact your references. The successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Search) and Child Abuse Registry Check, at their own expense, as a condition of employment. Further information is available at [www.fsdnet.ca](http://www.fsdnet.ca)*

Forward application package to:  
Ms. Karen Batenchuk, Principal  
Berens River School  
Box 344, Berens River, MB R0B 0A0  
Fax: (204) 382-2422  
Email: [Karen.Batenchuk@fsdnet.ca](mailto:Karen.Batenchuk@fsdnet.ca)

