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## INVITES APPLICATIONS FOR THE FOLLOWING POSITION

<b>Position:</b>	<b>Clerk Typist 1</b>
<b>Location:</b>	Gillam School
<b>Start Date:</b>	May 5, 2025
<b>Hours/Days/Months:</b>	7.25 hours/day, 5 days/week
<b>Term of Employment:</b>	Term to July 7, 2026
<b>Salary:</b>	\$20.93/hour
<b>Unionized/Non-Unionized:</b>	Non-Unionized
<b>Application Deadline:</b>	<b>Tuesday, April 29, 2025</b>

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Reporting to the Principal and taking direction from the Principal, Vice Principal or the Administrative Secretary, the Clerk Typist performs a variety of general office duties to assist with the smooth operation of the school. Please note that this position works 10 months/year (the summer months will be considered a layoff period).

### **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 i.e. Word, Excel and Outlook
- Excellent interpersonal, verbal and written 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, student handbooks, student reports, statistical reports, and school newsletters
- Prepares or assists with the preparation of required month-end reports
- Maintains student, staff and school files
- Collects and processes incoming and outgoing mail
- Maintains student attendance records and student database
- Prepares and submits payrolls. Reconciles request for leave forms with payroll reports, submits adjustments.
- Receives and directs visitors and telephone calls.
- Administers first aid to students.
- Performs other duties as assigned.

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

*Thank you for your interest; however, only applicants selected for an interview will be contacted.*

*By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check) and Child Abuse Registry Check, at their own expense. Further information is available at [www.fsdnet.ca](http://www.fsdnet.ca)*

*Reasonable accommodations are available for persons with disabilities on request.*

Forward application package to:  
Mr. Wissam Kabbani, Principal  
Gillam School  
Box 370, Gillam, MB R0B 0L0  
Fax: (204) 652-2150  
Email: [Wissam.Kabbani@fsdnet.ca](mailto:Wissam.Kabbani@fsdnet.ca)

