



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Administrative Secretary 2
Location:	Jack River School
Start Date:	As soon as possible
FTE:	7.25 hours/day, 5 days/week, 10 months/year
Term of Employment:	Permanent
Salary:	\$24.49/hour
Unionized/Non-Unionized:	Unionized
Application Deadline:	Friday, May 23, 2025

Reporting to the Principal, the Administrative Secretary provides administrative secretarial support to the Principal, performing clerical, reception, bookkeeping and general office duties.

QUALIFICATIONS

- Grade 12
- One year post-secondary secretarial and/or business training from a recognized educational institution
- Two years' administrative experience
- Knowledge of Indigenous Way of Life
- Knowledge of First Aid
- Proficiency in a variety of computer applications in a network environment
- Excellent written, verbal, interpersonal and customer relations skills
- Strong organizational and time management skills
- Ability to use initiative and judgment in determining work priorities
- Ability to work independently and as a member of a team

DUTIES AND RESPONSIBILITIES

- Types administrative materials such as correspondence, teacher evaluations, student handbooks, reports and school newsletters. Composes general correspondence.
- Prepares or assists with the preparation of required month-end reports
- Maintains confidential student, staff and school files
- Ensures requests for leave are submitted, reconciles leave forms with payroll reports and submits adjustments
- Receives incoming mail and prepares outgoing mail
- Maintains student attendance records, and operates the callback system for student absences
- Maintains various school records, such as calendar of events and timetables
- Arranges and/or contacts substitutes for teachers
- Schedules meetings and parent-teacher interviews
- Receives and directs visitors and telephone calls and answers routine inquiries
- Administers first aid to students where required
- Prepares and submits weekly and bi-weekly payroll
- Maintains office equipment (i.e. computers, photocopiers, fax)
- 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.

*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*

Reasonable accommodations are available for persons with disabilities on request.

Forward application package to:
Candace Wilson, Area 5 Superintendent
Frontier School Division
Norway House, MB R0B 1B0
Fax: (204) 359-6897
Email: Candace.Wilson@fsdnet.ca
Posting Date: May 15, 2025

