



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Clerk Typist 2 (Two Positions)
Location:	Helen Betty Osborne Ininiw Education Resource Centre
Start Date:	August 26, 2025
Hours/Days/Months:	7.25 hours/day, 5 days/week, 10 months/year
Term of Employment:	Permanent
Salary:	\$23.10/hour
Unionized/Non-Unionized:	Unionized
Application Deadline:	Open Until Filled

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

QUALIFICATIONS:

- Grade 12
- Two years' administrative experience
- Knowledge of Indigenous Way of Life
- Knowledge of bookkeeping
- Knowledge of First Aid is an asset
- 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:

- Maintains school financial records, collects and deposit monies, maintains and balances petty cash and issues cheques
- 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)
- Processes purchase orders, receives and distributes supplies
- 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*

Reasonable accommodations are available for persons with disabilities on request.

Forward application package to:

Curtis Tootoosis, Principal
Helen Betty Osborne Ininiw Education Resource Centre
Norway House, MB R0B 1B0
Fax: (204) 359-4803
Email: Curtis.Tootoosis@fsdnet.ca

Posting Date: June 12, 2025

