



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Clerk Typist
Location:	Ministic School
Start Date:	As soon as possible
Hours/Days/Months:	3 hours/day, 5 days/week, 10 months/year
Term of Employment:	Permanent
Salary:	\$21.55/hour
Unionized/Non-Unionized:	Non-Unionized
Application Deadline:	Open Until Filled

Reporting to the Principal, the Clerk Typist performs a variety of general office duties to assist with the smooth 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 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.

DUTIES AND RESPONSIBILITIES:

- Types correspondence, teacher evaluations, 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
- Maintains and balances petty cash
- Collects and processes incoming and outgoing mail
- Maintains student attendance records and student database
- Maintains calendar of events and timetables
- Processes purchase orders, receives and distributes supplies
- Contacts substitutes
- 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*

Reasonable accommodations are available for persons with disabilities on request.

Forward application package to:
Tammy Brant, Area 3 Superintendent
Division Office
30 Speers Road, Winnipeg, MB R2J 1L9
Fax: (204) 697-1318
Email: Tammy.Brant@fsdnet.ca

