



**KELSEY SCHOOL DIVISION ADMINISTRATION OFFICE
IS SEEKING A PERMANENT
ADMINISTRATIVE SECRETARY 1/ SUBSTITUTE COORDINATOR
(12-Month Position)
4.5 HOURS PER DAY – 7:00 a.m. to 11:30 a.m.
Effective Immediately**

EDUCATION AND TRAINING:

- Graduate of a Recognized Secretarial Program
- Grade XII Graduate

EXPERIENCE:

- Minimum of two years of prior office experience

QUALIFICATIONS:

- Knowledge of operation of various office equipment (i.e. copier, fax, etc.)
- Excellent computer skills and working knowledge of the following computer applications: Windows, electronic mail, word processing software, spread sheet software and database software (specifically – MS Word, MS Excel, MS Access, MS Publisher, MS PowerPoint)
- Experience with Maplewood and EIS would be an asset
- Excellent Written and Oral Communication Skills

DUTIES:

- Arrange substitutes for Professional and Support staff on a daily basis.
- Co-ordinate all aspects of casual support staff
- Co-ordinate all aspects of substitute teachers
- Assist the Director of Maintenance and Transportation as required.
- Reception Duties

SALARY: As per Division Office Agreement

Applications will close on December 14, 2018 at 4:00 p.m.

**Apply to: Jeannette Freese, Secretary Treasurer
Kelsey School Division Administration Office
322 Edwards Avenue
The Pas, MB R9A 1R4
Fax: (204) 623-7704**

Note: Resumes must include three employment references.

PLEASE NOTE: A recent Child Abuse Registry Check and a Criminal Record Check must be provided with your application.

We thank you for submitting your application; however, only those interviewed will be contacted.