

Position: Office Assistant

Location: Division Office

Hours: 35 hours per week from 8:30 a.m. to 4:30 p.m. Monday to Friday

Start Date: As mutually agreed

Application Deadline: Friday, July 26, 2024, at 12:00 p.m. or until filled.

The Swan Valley School Division invites applications for the position of Office Assistant to support the operations of the Division Office. Duties include but are not limited to, effectively performing a variety of administrative, clerical, and bookkeeping support tasks for multiple staff in the Division Office.

DESIRED QUALIFICATIONS:

- Demonstrated proficiency in MS Office Applications with a focus on Word, Excel, and Outlook.
- A team player with good organizational strategies, interpersonal skills, and the ability to complete assigned tasks in an independent and timely manner.
- Good verbal and written communication skills with attention to detail.
- Experience providing customer service to the public, in person, over the phone, website, and Facebook.
- Strong work ethic and positive attitude.
- Experience in managing/maintaining paper and electronic files/records.
- Software or data management information systems experience.
- Bookkeeping knowledge and use of accounting software
- Ability to maintain confidentiality
- Recognized completion of Grade 12 and/or an Office Administration Certificate/Diploma or equivalent
- Valid Manitoba Driver's License

The application package must include a cover letter, resume, and three work-related references. Please address the application package to Brent Rausch, Secretary-Treasurer and submit it to hr@svsd.ca.

SVSD reserves the right to not consider incomplete applications. The successful applicant must provide a satisfactory Criminal Record and Child Abuse Registry checks. We thank applicants in advance for their interest in working for the SVSD. We only contact candidates chosen to participate in the interview process.