



Swan Valley School Division

invites applications for a

School Administrative Secretary, at Swan Valley Regional Secondary School,
March 24, 2025, or as mutually agreed.

Position: School Administrative Secretary, 35 hours per week

Location: Swan Valley Regional Secondary School

Shift: Monday to Friday, 8:00 AM to 4:00 PM, exclusive of school breaks. Occasional evenings may be required.

Permanent or Term: Permanent Position, 11-month Position

Application Deadline: Friday, March 14, 2025, at 9:00 am

Salary: \$18.95/hour

Conditions of Employment:

Must be legally entitled to work in Canada.

Completed Criminal Record Checks including the Vulnerable Sector.

Qualifications:

Essential:

- 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.
- Ability to maintain confidentiality
- Valid Manitoba Driver's License

Desired:

- Experience in managing/maintaining paper and electronic files/records.
- Software or data management information systems experience.
- Bookkeeping knowledge and use of accounting software
- Recognized completion of Grade 12 and/or an Office Administration Certificate/Diploma or equivalent

If you want to belong to a team where our mission is to create an inspiring, learning community where all belong, contribute and succeed, please apply with a cover letter and resume (include three references) to: Brent Rausch, Secretary-Treasurer. Submit the application package to hr@svsd.ca.

Candidates chosen for an interview will be contacted. Interview accessibility accommodations are available upon request.

Swan Valley School Division recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. Swan Valley School Division supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).