



NORTH EAST SCHOOL DIVISION
invites applications for the position of:

Star City School
FULL TIME PERMANENT
Administrative Assistant
Job #2018-19-203

Applications are invited for a **Full Time Permanent (7.5 hrs/day) Administrative Assistant** at Star City School with duties to commence **August 22nd, 2019**. Hours of work will be 8:00 a.m. to 4:00 p.m.

Core function will involve entering and monitoring attendance, typing, filing, mail distribution, photocopying, computation, telephone answering and other duties as assigned by the Principal. As arranged with the Principal, the assignment may also involve some administrative support for the school library.

Requirements for the position:

Testing in any of these areas may be a requirement prior to awarding of position.

- Possess a Grade 12 education, a minimum of a one-year office administrative assistant or secretarial training at a recognized institution is preferred.
- A minimum of one-year office or administrative assistant experience.
- **Possess strong interpersonal skills, ability to employ a team approach and possess a caring attitude toward elementary-aged children.**
- Advanced knowledge in business English, spelling, and punctuation.
- **Strong understanding of accounting practices.**
- Knowledge in the operation of office equipment: such as - photocopier, telephone/switchboard, intercom, scanner and computer.
- Demonstrated knowledge of methods and procedures used in maintaining an office.
- **Proficiency in the operation of computers and extensive knowledge of Microsoft Word and Excel.** Knowledge of Maplewood & Navision would be considered an asset.
- Ability to problem solve data processing issues.
- Ability to be creative and flexible in reacting to emergent or unexpected circumstances.
- Must be able to maintain **strict confidentiality** relative to students and school division operations.
- Be willing to join the Local CUPE 4875 union.

Additional details may be obtained from **Rob Unruh, Principal, Star City School (306) 863-2353** or by email at unruh.rob@nesd.ca.

Pay Range: \$17.71 - \$21.57/hour

Quote Job #2018-19-203 when submitting applications, **include cover letter and resume which includes all relevant experience, names of your three most recent employers as references.** Applications will be accepted until **12:00 noon on June 13th, 2019 to:**

Employee Services
North East School Division No. 200
E-mail: careers@nesd.ca

The successful applicant will be required to produce a Criminal Records Check and Vulnerable Sector Check. We want to thank you in advance for your application. However, only those individuals short-listed will be contacted.