



Position Advertisement

POSITION

Job Title:	Division Office Administrative Assistant
Job Advertisement #:	2024WSD022
Job Type:	Part-time, Permanent – Monday - Friday, 9:00 am – 1:00 pm
Contract:	12 Month Support Staff
Location:	WSD Office
Employment Dates:	May 1, 2024
Salary:	\$22.01 - \$26.77 per hour
Closing Date:	Application review will continue until a suitable candidate is found.

Western School Division invites applications from enthusiastic candidates with proven experience providing excellent customer service in a complex, fast-paced environment to fill the position of Division Office Administrative Assistant.

Reporting to the Secretary-Treasurer, the Administrative Assistant provides administrative and clerical support to the Division at the corporate level to ensure efficient operation of the office. This position also supports the Human Resources Department, and some of the related duties may be assigned and coordinated by the Human Resources Manager in conjunction with the Human Resources Coordinator. S/he will be responsible for confidential and time-sensitive material. The successful candidate must be able to effectively communicate via phone, email and in person, ensure accurate and quality work, prioritize their work to meet deadlines, and rely on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected. Advanced computer skills with proficiency in Microsoft Office (Word, Excel, Outlook, Publisher) and database applications are required.

The ideal candidate for this position would have relevant post-secondary education in business administration or a related field, preferably with 3-5 years of experience providing excellent customer service in a complex, fast-paced environment. They will have demonstrated proficiency in editing and proofreading, as well as excellent communication, interpersonal, and customer service skills. They must be able to work effectively in a team environment. The ideal candidate will have demonstrated problem-solving, organizational and planning skills. Familiarity with basic HR processes is a definite asset.

A condition of employment with the Western School Division is a satisfactory Criminal Record Check, Vulnerable Sector Search, Child Abuse Registry Check and an agreement by the applicant to disclose criminal record and/or Abuse Registry record information to the Division. The successful candidate will be responsible for any service charges incurred. Persons must present this information prior to their first day of work.

The Western School Division is committed to providing an inclusive and barrier-free work environment to all applicants, starting with the hiring process. Should you be contacted for the interview, please advise the Division if any restrictions require accommodation. All information received regarding the accommodation will be kept confidential.

HOW TO APPLY

Interested candidates are required to submit their resumes, including a cover letter and philosophy of education, along with an employment application form. For further information, please visit our website at www.westernsd.mb.ca and complete the [Employment Application Form – Non-Teaching](#), and submit your profile package to:

Western School Division
Attn.: Human Resources, Job Advertisement #2024WSD022
Unit 4-75 Thornhill Street
Morden, Manitoba R6M 1P2
Fax: 204.822.4262
Email: hr@westernsd.mb.ca

Additional information about the Division and its schools is available online at www.westernsd.mb.ca, Schools tab.

We thank all for applying but only those selected for further consideration will be contacted.