



FULL-TIME TERM POSITION SCHOOL ADMINISTRATIVE ASSISTANT

We are seeking to hire a full time, responsible, highly communicative, and strong clerical School Administrative Assistant. The start date will be August 19 2024, with additional training dates in June to be determined once a suitable candidate is found, end date scheduled for June 27, 2025. This position includes frequent interactions with students, parents and school staff. Candidates must have the ability to work independently and perform assigned tasks as directed by the Principal.

Responsibilities include:

- Provide support to parents, students and administrative staff in a pleasant and professional manner
- Administrative duties, including but not limited to, data entry, answering phones, filing, fiscal tasks, etc.
- Ensure and support the integrity of data management system in areas of enrollment and student records
- Protect confidentiality of records and information gained as part of exercising professional duties
- Implement school management processes and procedures as directed by Administration
- Assist with the organization of school events, meetings, and special events
- Handle incoming and outgoing correspondence, including emails, letters, and packages
- Collaborate with teachers, parents, and other stakeholders to facilitate communication and resolve administrative issues effectively.

Experience & Qualifications include:

- Excellent communication skills (written and verbal)
- Ability to perform office administration and financial procedures
- High attention to detail
- Ability to work with frequent interruptions
- Desire and ability to take initiative
- Strong computer skills with proficiency in Microsoft and Google applications
- Work experience with data management systems (experience with MySchoolSask database considered an asset)
- Strong organizational skills and attention to detail, with the ability to multitask and prioritize tasks efficiently
- Ability to maintain confidentiality and handle sensitive information with discretion
- Flexibility to adapt to changing priorities

Benefits:

- Enjoy numerous holidays aligning with your school aged children
- Comprehensive benefits package, including health insurance, employee family assistance plan, matched pension plan etc.
- Professional development opportunities to enhance skills and advance career goals
- Collaborative and supportive work environment committed to promoting excellence in education

Please forward resumé with experience, qualifications, and references to the undersigned. A satisfactory RCMP Criminal Record / Vulnerable Sector check is a condition of employment. Applications will be considered until May 22, 2024 at 12:00 pm.

Mrs. Melanie Stelmaschuk
Chief Financial Officer
Lloydminster Catholic School Division
6611B – 39 Street
Lloydminster, AB T9V 2Z4

For questions please email: mstelmaschuk@lcsd.ca
submit your Resume please email: lcsd_careers@lcsd.ca

