



Park West School Division

Park West School Division invites applications for:

Hamiota Collegiate

TERM School Secretary

6 hours per day

Effective January 8th, 2018 to June 29th, 2018

Duties include a wide range of administrative assistance. Desired qualifications include secretarial experience and proficient technology skills. The successful applicant will have strong communication and interpersonal skills and the ability to work independently. Experience with Microsoft Office, First Class and Bellamy software would be assets. Salary and benefits as per the CUPE Collective Agreement.

For additional information please contact Bruce Coulter, Principal, at 204-842-2813 or bcoulter@pwsd.ca

Please send applications to:
Park West School Division
Attention Tanya Thompson
PO Box 68
Birtle, MB R0M 0C0
Email: tthompson@pwsd.ca
Fax: 204-842-2110

Application deadline is Friday, November 3rd, 2017 at noon.

Individuals will be required to undergo a Criminal Record and Child Abuse Records Check. We thank all for applying, but only those whose applications lead to an interview will be contacted.