Waywayseecappo First Nation
In Partnership with
Park West School Division

Invites applications for:

Term 1.0 FTE Administrative Assistant

Waywayseecappo Education, in partnership with Park West School Division, is seeking an organized and dependable Administrative Assistant to provide administrative and clerical support to the Director of Education and assist with daily office operations.

Term: Effective immediately until June 30, 2027.
Hours of Work: Monday to Friday, 9:00 AM to 4:30 PM.

Responsibilities include:

- Provides administrative support to ensure efficient operation of the office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Attends meetings and takes minutes.
- Makes travel arrangements for the Director of Education and must be willing to travel as required.
- Assists school secretaries with administrative tasks as required.
- Submits timesheets to Finance and maintains records of employee leaves and absences.
- Submits monthly Adult Education requisitions to Finance.
- Performs other duties as assigned.

Qualifications:

- A minimum of one year of administrative experience is required.
- Proficiency in computer applications and office technology.
- Experience or knowledge of post-secondary education and student transition processes would be considered an asset.

Please submit resumes to cclearsky@pwsd.ca. For additional information, please contact Colleen Clearsky at 204-821-5165.

Applications close Friday, December 11, 2026, at 12:00 PM (noon).

Successful applicants will be required to provide satisfactory Criminal Record and Child Abuse Registry Checks. We thank all applicants for their interest; however, only those selected for an interview will be contacted.