



Park West School Division

Park West School Division invites applications for:

Full Time Permanent Transportation Assistant/Shop Manager

This role provides essential clerical and inventory support to ensure efficient daily operations and safe student transport within the Transportation Department.

Responsibilities:

- Manage reception, word processing, and divisional databases at the Bus Garage.
- Maintain inventory control for parts, tires, and tools to minimize downtime.
- Research and order supplies within budgetary constraints and divisional policy.
- Serves as a primary point of contact for school administration and drivers regarding delays.
- Process work orders and maintain accurate department records and filing.

Qualifications:

- **Experience:** Office clerical experience (transportation scheduling preferred).
- **Skills:** Proficiency in MS Office (Word, Excel) and database management.
- **Communication:** Strong verbal/written skills for professional inquiry handling.
- **Training:** Valid First Aid/CPR certification is considered an asset.
- **Education:** High school diploma or equivalent.

What we offer:

- Competitive salary and participation in the divisional pension plan.
- Comprehensive health and life insurance benefits.
- Vacation entitlement in accordance with division policy.

Transportation Garage: Shoal Lake, MB

Start Date: June 1, 2026

For additional information please contact Dan Voth, Transportation Supervisor at 204-842-2111 or email dvoth@pwsd.ca.

Please send applications to:

Park West School Division
Attention: Dani McKinnon

PO Box 68
Email: dmckinnon@pwsd.ca

Birtle, MB R0M 0C0
Fax: 204-842-2110

Deadline for applications is noon on Monday, May 25, 2026.

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.