



Park West School Division

Park West School Division invites applications for:

Major Pratt School

Permanent Secretary (two positions available)

7 hours per day, effective July 1, 2023

6.8 hours per day, effective July 1, 2023

3 hours per day permanent Library position, effective July 1, 2023

Monarch Colony School

5 hours per week permanent secretary, effective July 1 to June 28, 2024

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 Bellamy and Power School Software would be an asset. Proficiency with spreadsheets and word processors (Microsoft Office and Google Suite) is highly recommended.

Salary and benefits as per the CUPE Collective Agreement.

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

Deadline for applications is noon on Thursday, June 8, 2023.

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