



OUT-OF-SCOPE ADMINISTRATIVE ASSISTANT 1

The Saskatchewan Rivers Public School Division is inviting applications for an Out-of-Scope Administrative Assistant 1. This senior support position primarily provides administrative support for Superintendent of Schools (HR), Manager of Human Resources and Administrative Services Officer. In addition, the Out-of-Scope Administrative Assistant 1 is part of the team of senior administrative assistants that, who under the direction of the Administrative Services Officer, provide support services to Senior Administration and the Board, as required.

The ideal candidate will possess the following:

- a Grade 12 diploma;
- Minimum of one year secretarial training at a recognized institution;
- Human resource training and/or experience would be an asset;
- Proficient in the operation of computer systems and be able to work on a variety of software applications currently used in the school division. An advanced understanding of Microsoft Word, Excel, Database systems and Outlook is a requirement;
- Demonstrated ability to work independently, exhibiting a high degree of professionalism and strong organizational, communication and interpersonal skills;
- Ability to multi-task in a fast paced office environment;
- Act in a confidential capacity to perform administrative support including data entry, developing reports, and overseeing employment & service contracts
- Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.
- Ability to maintain accurate records and documentation.
- Minimum typing speed of 65 wpm.

The compensation package will be negotiated with the successful candidate. Duties are to commence at a mutually agreeable date in January 2021.

Qualified candidates are invited to submit a resume, including at least three references, minimum of two supervisors, no later than **12:00 noon on Monday, December 7, 2020** to:

Joyce Ward, Administrative Services Officer
Saskatchewan Rivers Public School Division
545 – 11th Street East • Prince Albert, Saskatchewan • S6V 1B1
jward@srsd119.ca

Questions may be directed to Joyce Ward - jward@srsd119.ca or (306) 764-1571, ext. 2023.

Only shortlisted applicants will be contacted.