

Casual Secretary

Employment Opportunity

Rainbow Lake School

The Position:

The Rainbow Lake school invites applications for a **Casual secretary to work 8 hrs per day starting as early as February 19, 2019.**

Responsibilities will include, but not be limited to:

- Telephone/Reception,
- Maintaining student records and school files (digital and paper),
- Data entry in Student Records software,
- Invoice entry, deposits, handling cash and issuing receipts,
- Absence/time management,
- Editing and publishing of various documents and communication items,
- Other duties as assigned by the school administration.

Qualifications:

The ideal candidate will possess the following qualifications:

- Grade 12 Diploma,
- Post-secondary courses (or experience),
- Computer experience and/or training in the Microsoft Office Suite and Google programs
- Strong writing skills,
- An ability to work as part of a team in a confidential office environment
- Evidence of successfully passing the required checks listed below.

Wages Offered:

- \$18.40 plus holiday pay.

Letters of Application must include:

1. A cover letter including current address and telephone number.
2. A resume outlining educational background and prior job experience.
3. A listing of at least 2 recent references (Employer references, if possible).
4. A current (within 6 months) *Police-Vulnerable Sector Check (VSC)* and *Children's Services (780-926-4441) Intervention Record Check (IRC)*.

Application Deadline: Open until filled.

Submit Applications to:



Human Resources
Fort Vermilion School Division No. 52
PO Bag 1, 5213 River Road
Fort Vermilion, AB T0H 1N0
Phone: 780-927-3766 or Fax: 780-927-4625
Email: hr@fvsd.ab.ca

FORT VERMILION SCHOOL DIVISION NO. 52