

Lakeland Catholic School District No. 150

Invites applications for a full-time

Head School Secretary/Receptionist

Holy Cross School

(Cold Lake)

Responsibilities:

- Provide school administration and secretarial support
- Provide receptionist duties and deal with the public in a courteous manner
- Provide student data/file management
- Complete school level purchasing/financial accounting
- Contribute to the effective operation & positive public image of the school and the district
- Assist with organizing school functions and events

Skills:

- Must have sound knowledge and skills in the use of Microsoft Word, Excel and other related programs within a MAC based environment
- Exceptional communication skills (oral/written)
- Able to work in a team environment or independently when required
- The ability to multi-task is essential

Training/Certification in office management and or prior experience is a definite asset. Candidates for the above position, who enjoy working with primary elementary school students and are committed to Catholic Education; please send your full resume along with 3 references, one of which will be a letter from your pastor to:

Pamela Guilbault

Deputy Superintendent, Human Resources

4810-46th Street, Bonnyville, Alberta, T9N 2R2

Phone (780) 826-3764

Fax (780) 826-7576

Email: pguilbault@edu.lcsd150.ca

Please forward resumes by 12:00 pm August 12, 2019

We thank all applicants for their interest. Only those chosen for an interview will be contacted.