



Park West School Division

Park West School Division invites applications for:

Monarch Colony School

Term Secretary/Education Assistant

4.45 hours per day

This position is comprised of administrative, education assistant and librarian duties
effective September 16, 2020 to December 18, 2020

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 Microsoft Office, Google Suite and Bellamy software would be assets. Salary and benefits as per the CUPE Collective Agreement.

For additional information, please contact:
Stephen David 204-842-2117

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 Tuesday, September 15, 2020.

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.