



# SUNRISE SCHOOL DIVISION PLEASE POST

Clerical #136/2018-2019  
March 12, 2019

## VACANCY – PERMANENT

- POSITION:** SECRETARY II (10 MONTHS)
- CURRENT LOCATION:** ÉCOLE DUGALD SCHOOL, DUGALD, MANITOBA
- TIME EMPLOYED:** 1.0 F.T.E. (PERMANENT)
- EFFECTIVE DATE:** APRIL 22<sup>ND</sup>, 2019
- DUTIES:**
- Responsible for EIS
  - Maintain office based accounting records, including purchase orders, invoicing, petty cash and maintaining schools accounts.
  - Management of student records.
  - Correspondence preparation and photocopying/faxing.
  - Office organization and maintenance.
  - Reception duties.
  - Other duties as assigned by Principal.
- QUALIFICATIONS:**
- Minimum Grade 12 or equivalent.
  - Introductory Accounting Course(s) preferred.
  - Knowledge of currently used computer applications (EIS, PowerSchool, Maplewood, Microsoft Office including: Word and Excel)
  - Computer keyboard skills of 55 w.p.m.
  - Ability to interact well with others, including the public.
  - Good verbal and written skills.
  - Ability to give direction.
  - Ability to maintain confidentiality.
  - Ability to work with frequent interruptions with conflicting demands, deadlines, and being exposed to noise.
  - The ability to speak, read and write French an asset
  - Participate in ongoing professional development.
  - Other related duties as assigned by Principal.
  - For further information; please contact Mrs. Christine Fetterly, Principal at [cfetterly@sunrisesd.ca](mailto:cfetterly@sunrisesd.ca)
- SALARY:** As per CUPE 4456 Collective Agreement.

Interested candidates must apply with resume of related qualifications, experience and skills to:

Darlene Lamoureux, Human Resources Coordinator

Email: [dlamoureux@sunrisesd.ca](mailto:dlamoureux@sunrisesd.ca)

on or before noon **Monday, March 18, 2019**

It is a requirement for all new employees to provide a current Criminal Record Check and agree to a Child Abuse Registry Check. All applications are welcome; however, only candidates selected for interviews will be contacted.