



Kelsey School Division

322 Edwards Avenue The Pas, MB R9A 1R4

Phone: (204) 623-6421 Fax (204) 623-7704

Position	Administrative Assistant
Location:	Division Office – The Pas, Manitoba
Start Date:	To Be Determined
Hours/Days/Months:	7.0 Hours/day. 5 days/week
Term of Employment	Full Time
Salary:	As per Division Office Agreement
Unionized/Non-Unionized:	Non-Unionized
Application Deadline:	Open Until filled

Kelsey School Division invites applications for the position of Administrative Assistant at the Division Office. This is a full-time position providing direct secretarial and administrative support to the Superintendent of Schools and working as part of the Division Office team.

The Administrative Assistant will:

- Provide secretarial and clerical support to the Superintendent of Schools.
 - Draft, type, and prepare correspondence, reports, and presentations.
 - Coordinate schedules, meetings, and appointments.
 - Prepare agendas, record minutes, and distribute documentation.
 - Maintain files, records, and confidential information with discretion.
 - Provide support with Division communications, including formatting of documents and public notices.
 - Assist with data entry, records management, and general office duties.
 - Liaise with schools, staff, parents, and community members in a professional and courteous manner.
- A more detailed job description is available upon request.*

Qualifications

- Grade 12 graduation required.
- Minimum keyboarding speed of 75 wpm.
- Demonstrated proficiency in Microsoft Word, Excel, and PowerPoint.
- Recognized administration or secretarial certificate considered an asset.
- Strong written and verbal communication skills.
- Ability to work independently with minimal supervision.
- Attention to detail, accuracy, and organizational skills essential.
- Self-motivated and flexible, with the ability to manage multiple priorities.
- Team-oriented with strong interpersonal skills.
- Proficient in Microsoft Office and database programs

Additional Assets

- Previous experience working in an educational or public sector environment.
- Familiarity with office equipment and records management systems.
- Experience preparing correspondence and reports for senior administration or board

Thank you for your interest; however, only applicants selected for an interview will be contacted. By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check)

Application Process

Please submit a cover letter, résumé, and three professional references to:

Angie Quiring, Payroll & Benefits
Administrator/Human Resources
Email: hr.ksd@ksd.mb.ca
Kelsey School Division Administration Office
P.O. Box 4700, The Pas, MB R9A 1R4