



Park West School Division

Park West School Division invites applications for:

Term Executive Assistant

7.0 hrs/day effective December 2, 2024, to June 27, 2025

Location: Park West School Division Office

The Executive Assistant provides confidential administrative support to the Superintendent/CEO and the Board of Trustees.

Duties Include:

- Preparing correspondence, reports, and agendas for Board meetings.
- Coordinating travel, accommodation, and conference registrations for the Superintendent/CEO and Board members.
- Taking minutes and supporting Board committee events such as Recognition Night and the Student Leadership Awards Banquet.
- Managing the Divisional calendar, updating the Division website, and revising policy and administrative procedure manuals.
- Supporting the Superintendent/CEO with staffing, recruitment, and scholarship applications.

Qualifications:

The ideal candidate will have proven experience in an administrative assistant or similar administrative role, with strong organizational and communication skills. They should be able to work independently under pressure with minimal supervision, maintaining a high level of confidentiality and professionalism. Proficiency in office software and web management is also required.

Salary and Benefits: As per the Park West School Division collective agreement.

To Apply:

Please send a current resume with three references to:

Shawna Wilson

PO Box 68, Birtle, MB R0M 0C0

Email: swilson@pwsd.ca

Deadline for application:

Noon, November 22, 2024.

For further information, please contact Stephen David at (204) 842-2117.

We thank all applicants for their interest; only those selected for an interview will be contacted.