



THE SEVEN OAKS SCHOOL DIVISION

invites applications for

Administrative Assistant Maintenance & Transportation Departments Full Time, Permanent

949-23-24-005

This is a 12-month, full time (7 hours/day), permanent position, at Seven Oaks School Division Maintenance and Transportation Departments, effective as mutually agreed.

Under the direction of the Director of Operations and Director of Transportation, performs a variety of secretarial and administrative duties for the Maintenance & Transportation Departments, which is located in the Maintenance & Transportation Service Centre at 1985 Grassmere Road in West St. Paul.

Experience using Microsoft Office 365 - Word, Excel, Publisher, updating websites and the in-house computer system (CIMS) finance systems, Admin and Employee Connect, along with a working knowledge of payroll reporting are essential, or the successful applicant must be prepared to learn these programs as necessary. Minimum typing speed of 50 wpm is also required.

Salary is according to the CUPE Local 949 Collective Agreement – Pay Grade 4, currently starting at \$25.69/hour. Comprehensive benefits package.

For detailed job description please visit www.7oaks.org and review Policies [GCCAW](#) & [GCCAY](#).
(Click on Board & Admin; Board of Trustees; Policies).

To Apply:

Applications are accepted online [HERE](#).

Application deadline Monday, May 6, 2024, at 2:00pm

Please attach a cover letter and resume, with three professional references.

The Division will be pleased to accept all applications, however, only those candidates selected for an interview will be contacted by e-mail.

Employment is conditional upon successful clearance through Child Abuse Registry and Criminal Records Checks. Responsibility for acquiring these lies with the employee.

Seven Oaks School Division is committed to building an inclusive and diverse workforce. Reasonable accommodations are available for any candidate who may experience barriers during the interview and assessment process. Please contact Human Resources to arrange reasonable accommodations.