



Lakeland Catholic School Division

Christ Our **Model**. Children Our **Focus**.

Lakeland Catholic School Division

Invites applications for a full-time

Assistant School Secretary (0.50 FTE)/Librarian (0.50 FTE)

Light of Christ Catholic School (Lac La Biche, AB)

This position is set to commence on August 19, 2024 at Light of Christ Catholic School in Lac La Biche, AB.

Responsibilities:

- Provide school administration and secretarial support
- Provide receptionist duties and deal with the public in a courteous manner
- Provide student data/file management
- Organize library materials to ensure accurate inventory and efficient retrieval for all users
- Assist with school level purchasing/financial accounting and absence tracking of staff
- Contribute to the effective operation & positive public image of the school and the division
- Assist with organizing school functions and events

Skills:

- Must have sound knowledge and skills in the use of Microsoft Word, Excel and other related programs within a MAC or Windows based environment
- Exceptional communication skills (oral/written)
- Able to work in a team environment or independently when required
- The ability to multi-task is essential

Training/Certification in office management and or prior experience is a definite asset. Candidates for the above position, who enjoy working with students in a K-12 setting and are committed to Catholic Education; please send your full resume along with two professional references to:

Kayla Collins

Human Resources and Staff Wellness Coordinator

Lakeland Catholic School Division

4810 – 46 Street, Bonnyville, AB

Phone: (780) 826-3764

Email: kcollins@lrcssd.ca

This position will remain open until 12 p.m. on July 10, 2024.

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