



**Northland School Division No. 61
Employment Opportunity
Divisional Office
EXECUTIVE ASSISTANT**

Northland School Division #61 is seeking a mature and highly motivated individual for the position of Executive Assistant, reporting to the Superintendent of Schools and Board of Trustees. Duties involve some off-site travel, evening and weekend Trustee or Committee meetings.

Responsibilities will include:

- Maintains and promotes appropriate communication processes with the public, school personnel, trustees, and local school boards.
- Works with senior staff in the preparation and distribution of meeting agendas for the Corporate Board, Committees of the Board and administrators', takes minutes, and arranges all travel, accommodation and material preparation as required.
- Drafting of correspondence, manuals, spreadsheets and Divisional reports, including gathering and preparing data/research as required.
- Keeps informed of FOIP legislation as it relates to the Division.
- Directly supervises the Switchboard Receptionist, Records Management Clerk and Print Clerk.
- Participates in the interviewing/selection of divisional secretarial staff.
- Provides assistance/training to other support staff in using various computer programs and office procedures.
- Other duties as assigned.

Qualifications:

- Business Office Administration certificate or equivalent experience
- 10-15 years experience in a senior secretarial position
- Superior typing/shorthand/speed-writing skills
- Excellent knowledge of all in-house computer programs including Excel, Word, Access, Desktop Publishing and Internet/Web design/e-mail
- Able to exercise good judgment, tact, confidentiality and initiative
- Capable of independent, accurate and detailed work

The successful candidate should demonstrate strong organizational skills, initiative and high quality performance in all areas of assigned responsibility. The

candidate must be able to work independently and be able to meet deadlines, as well as maintain confidentiality.

Starting salary range: \$63,458.00 - \$68,676.00 per annum. A comprehensive benefit package is provided.

Interested applicants are asked to submit a resume including the names of three (3) employer references to:

Laurie Couillard, Human Resources Administrator
Northland School Division No. 61
Bag 1400, 9809 - 77 Avenue
PEACE RIVER, Alberta
T8S 1V2
Phone: (780) 624-2060
Fax: (780) 624-5914
Email: Diane.Holt@northland61.ab.ca

Competition closes: **Open until a suitable candidate is found.**

Kindly note that offers of employment will be conditional on receipt of a satisfactory criminal record check.

We thank all applicants but only those candidates selected for interviews will be contacted.