



11330 Clam Bay Road N,
Penelakut Island, BC, V0R 5K0,
Ph. 250-246-2321
Fax 250-246-2725

Job Posting

Job Title: Secretary
Supervisor: PT PRINCIPAL

Position Summary: To organize and create a safe and efficient school environment. To provide and facilitate polite, professional and effective communication, both written and oral, for and between Principal, staff, students and parents at the PT.

General Responsibilities:

- Greet all guests respectfully and professionally and refer them to the appropriate staff
- Ensure effective internal and external communication
- Prepare a monthly newsletter and other communication as necessary
- Adapt letters from templates or draft
- Be able to enter, complete attendance reports and transfer students using BCESIS
- Ensure all documents, such as timesheets, PO's, staff forms and other forms are delivered to the Administration Office in a proper time for processing
- Ordering and maintaining materials and supplies
- Student supervision and classroom support as assigned by the Principal unless in an emergency situation
- Other duties as assigned by the Principal

Skills and Experience Requirements:

- 2 years' experience working as a receptionist/administrative assistant
- Experience with BCESIS (preferred)
- Ability to perform duties with accuracy and efficiency
- Ability to work with limited supervision
- Ability to operate standard office equipment, including personal computer, photocopier, scanner and fax machine
- Ability to maintain the confidentiality of sensitive information
- Ability to maintain accurate records and filing
- Ability to prioritize, plan and organize

- Ability to take direction well and demonstrates initiative
- Ability to work with others as a team or independently

Education/Qualifications:

- Minimum Grade 12
- Preferred minimum of two years as an administrative assistant in a school or similar setting
- First Aid
- Excellent computer skills in word, excel, spreadsheets, database, and other software
- Excellent interpersonal and communication skills
- Valid BC Driver's license and reliable transportation
- Criminal Record Check

If you carry some of these attributes, please bring your resume to the administration office, or if it is more convenient, please email your resume to adminassist@penelakut.ca.

The deadline for this application will be **August 15, 2022**.