



# Swan Valley School Division

invites applications for the term position of  
**0.5 FTE Office Assistant**, effective as mutually agreed, to the  
earlier of the employee on leave or April 30, 2024

## **DESIRED QUALIFICATIONS**

- Demonstrated proficiency in MS Office Applications with a focus on Word and Excel would be considered an asset
- A team player with good organizational, and interpersonal skills, and the ability to complete assigned tasks in an independent timely manner
- Good verbal and written communication skills with attention to detail
- Experience providing customer service to the public, in person, over the phone, etc.
- Strong work ethic and positive attitude
- Bookkeeping/accounting knowledge and use of accounting software would be considered an asset
- Ability to maintain confidentiality
- Recognized completion of Grade 12

**Consideration may be given to increase the term to 1.0 FTE based on the candidate's skill set.**

**17.5 hours/week, Monday to Friday (1:00 p.m. to 4:30 p.m.)**

Enclose a cover letter and resume, including the names and contact information of three references, addressed to: Brent Rausch, Secretary-Treasurer. Submit the application package to: [hr@svsrd.ca](mailto:hr@svsrd.ca)



**POSITION OPEN UNTIL FILLED**

*Division reserves the right to not consider incomplete applications. Criminal Record and Child Abuse Registry checks required. We thank applicants in advance for their interest in working for the Swan Valley School Division. Only candidates chosen for an interview will be contacted.*