



Notre Dame School
Requires a
School Secretary/Bookkeeper

Notre Dame School is a vibrant Catholic community dedicated to the education of the whole child. Applications for a skilled candidate who is practicing their Catholic faith will be considered highly.

This position includes administrative, secretarial, receptionist and general clerical and bookkeeping duties. This position is under the direct supervision of the Principal of Notre Dame School.

Preferred qualifications include:

- Grade 12 or equivalent
- One year secretarial training or equivalent
- Excellent people and communication skills
- Enjoys working and relating to students
- Efficient work habits
- Proficiency with computer applications (Word, Excel, Simply Sage, etc)
- Effective time management
- Self- starter, highly motivated, open to direction
- Task oriented, and a team player
- Previous experience and working knowledge of Ministry of Education guidelines and procedures for 1701 process

Starting date and initial orientation for this position will begin mid - August.

Salary and benefits commensurate with qualifications.

Applications and resumes including three references will be received until June 15, 2013. Interested applicants please forward applications to:

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