

Secretary for Immaculate Conception School

Immaculate Conception School, Prince George is seeking a full time school secretary effective mid-August 2014. Strong interpersonal skills with both adults and children, a high level of proficiency in various office computer software including Microsoft Word and Excel, and experience in a systems based approach to office management is required. Apply in writing by July 9th 2014 to the Principal, Immaculate Conception School, 3285 Cathedral Avenue, Prince George V2N 5R2 or email your to icsprincipal@cispg.ca.