

# MOUNTAIN VIEW SCHOOL DIVISION

Box 715 Dauphin, MB R7N 3B3  
Phone: (204) 638-3001  
www.mvsd.ca



## HUMAN RESOURCES SECRETARY/RECEPTIONIST

<b>POSTING NUMBER:</b>	<b>2020-ADMS-500</b>	<b>APPLICATION DEADLINE:</b>	<b>Monday, January 27, 2020 @ 12:00 pm</b>
<b>SCHOOL:</b>	<b>Division Office (Dauphin, MB)</b>		

### POSITION DESCRIPTION:

<b>FTE/HRS:</b> <ul style="list-style-type: none"><li>7hrs/day, Monday to Friday</li><li>0.75 Human Resources</li><li>0.25 Reception</li></ul>	<b>Start Date:</b> Thursday, February 13 <sup>th</sup> , 2020 <b>End Date:</b> Friday, February 19 <sup>th</sup> , 2021 <b>(1 Year Term)</b>
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### REQUIRED QUALIFICATIONS:

- Grade 12 or equivalent
- Keyboard skills of 50 wpm or greater
- Knowledge of Windows computer applications and data base applications
- One (1) year recent relevant experience as a secretary

### PREFERRED QUALIFICATIONS:

- Experience in Human Resources will be considered an asset
- Demonstrated ability to communicate effectively with the general public, staff etc.
- Good verbal and written communication skills
- Proficient office skills, including the ability to prioritize and effectively organize duties
- Willingness to learn new skills
- Demonstrated ability to work independently, as well as in a team environment
- Demonstrated ability to accept changing conditions and continuous improvements
- Ability to maintain confidentiality and respect privacy

### APPLICATION PROCEDURE:

In your application, please include:

- Posting # you are applying for
- A cover letter outlining your strengths related to each of the required and desired qualifications listed
- A current resume outlining educational qualifications and experience related to the specific position; all applicable certifications
- The names and current contact numbers of three (3) supervisory references

**Please apply by sending the above information to one of the following:**

Email: [hrmanager@mvsd.ca](mailto:hrmanager@mvsd.ca)

Fax: 204-638-7250

Mail or in-person:

**Attn: Manager Human Resources  
Box 715  
Dauphin, MB R7N 3B3**

**Date Posted:** **January 13, 2020**

### IMPORTANT NOTES RELATING TO YOUR APPLICATION:

- Successful applicants **MUST** provide satisfactory Criminal Record/Vulnerable Sector & Child Abuse Registry Checks.

*We thank all for their interest, however, only those selected for further consideration will be contacted.*

*Keeping Learners at the Centre*