



"Bringing Learning to Life!"

School District 85 Vancouver Island North

ADMINISTRATIVE ASSISTANT to the SECRETARY TREASURER

Vancouver Island North School District is seeking applications for the excluded position of Administrative Assistant. The successful candidate will provide administrative support to the Secretary-Treasurer in a challenging and fast-paced work environment. This is a 28 hour per week, 10 month position. Start date to be arranged.

School District 85 is located on the northern end of Vancouver Island and comprises several small communities including Port Hardy, Port Alice and Port McNeill. The district serves the educational needs of approximately 1,400 students in 10 schools.

DUTIES AND RESPONSIBILITIES

- Maintaining extensive files and records.
- Attending meetings, developing agendas and recording/publishing minutes.
- Updating and maintaining the district website.
- Preparing correspondence and reports.
- Providing information and assistance to staff, parents, school district partners and the general public.
- Approves accounts payables/receivables, payroll, journal entries and general accounting functions.
- Providing administrative support for all human resources matters.

QUALIFICATIONS AND EXPERIENCE

- Secondary school graduation (with Dogwood Certificate or equivalent) supplemented by two years of courses in accounting and office management.
- Four to five years of recent experience as an administrative assistant to senior management, preferably in an education setting.
- Proficient in Word, Excel, PowerPoint, Outlook and website design.
- Ability to type accurately at 50 words per minute.
- The ability to work under pressure in a wide variety of assignments with initiative and minimal supervision.
- Ability to maintain excellent working relationships with staff, school district partners and the general public.
- Ability to understand and effectively carry out oral and written instructions.
- Working knowledge of School Act and FIPPA.
- Ability to work with speed and accuracy
- Excellent interpersonal and communication skills.
- Demonstrates organizational and planning abilities.
- The ability to maintain a high level of confidentiality.

An attractive salary and comprehensive benefits package accompany this position. Please submit a cover letter, résumé with full supporting documentation and the names of at least three recent professional references as a single PDF document to:

Ms. Carol Robertson, Superintendent/CEO

School District No. 85 (Vancouver Island North)

P.O. Box 90, Port Hardy, B.C. V0N 2P0

Phone: (250) 949-6618 (local 2235) Fax: (250) 949-8792

Email: cley@sd85.bc.ca

Closing Date: NOON January 6, 2020

While we thank all applicants for their interest, only short-listed candidates will be contacted.