



Reston School

P.O. Box 160 516-1st Street

Reston, MB R0M1X0

Phone: (204) 877-3994 Fax: (204) 877-3101

Website: <https://sites.google.com/gdrive.flbsd.mb.ca/restonschool/home>

ADMINISTRATIVE ASSISTANT TEMPORARY POSITION Reston School

FORT LA BOSSE SCHOOL DIVISION requires the services of a term 1.0 FTE Administrative Assistant for Reston School commencing September 7th, 2021 and concluding June 30th, 2021.

Knowledge of the following will be an asset: Windows OS, Microsoft Office, PowerSchool, EIS, Bellamy and MS Outlook (email). Job description includes (but not limited to) receptionist duties, office assistant for administration team, and bookkeeping duties for the entire school, and other duties as may be assigned. We are looking for someone with the ability to relate to K - 12 students and the public in a friendly, service-oriented manner.

Applicants requiring more information about the position should contact the principal, Kent Schiltroth at 877-3994 or email at Kschiltroth@flbsd.ca. Any questions regarding wage or benefits should be directed to Angela Holmstrom, Payroll Administrator at 748-2692.

To apply, please forward a comprehensive resume, with three references to the undersigned by 4 PM on Monday, April 23rd.

R. Barry Pitz, Superintendent of Schools
Fort La Bosse School Division
Box 1420
VIRDEN, Manitoba ROM 2C0
Fax Number: (204) 748-2436
E-mail: flbsd@flbsd.mb.ca

We thank all candidates for their interest, however, only those selected for an interview will be contacted.