EMPLOYMENT OPPORTUNITY

Administrative Assistant, Division Office

- **Status:** Permanent - 12 months/year
- **Assignment:** 37.5 hours/week
- **Commencement Date:** Mutually agreed-upon date
- **Competition Number:** 2627-030
- **Posting Date:** November 6, 2026
- **Closing Date:** November 13, 2026
- **Salary Range:** $27.53 - $32.15 (DOQ)

The Division

Located in southeast Manitoba, The Red River Valley School Division has an enrollment of approximately 2,500 students across 13 schools. We deliver a wide range of academic, vocational and extracurricular programs, as well as a continuum of supports and services designed to meet the needs of all of our students.

Our employees are committed to fulfilling our mission. "*The Red River Valley School Division, with the support of families and community, strives to provide a learning environment that will allow our students the opportunity to achieve their highest potential in a global environment".*

The Position

As the primary point of contact for the division office, the Administrative Assistant delivers a welcoming, professional front-office experience for visitors, guests, and employees. From greeting visitors and managing inquiries to maintaining an organized workspace, this role acts as a key operational resource for the Maintenance Department while providing versatile, cross-departmental administrative support across the division.

Responsibilities:

- Act as the primary point of contact, screening, prioritizing, and managing all incoming correspondence, phone calls, and visitors for the division office, exercising excellent judgment and discretion;
- Process, sort, and distribute all incoming and outgoing postal mail and weekly inter-office mail;
- Performs administrative and clerical duties for the Maintenance Department, accurately processing purchase orders and assisting with daily operational tasks;
- Provide cross-departmental support as needed;
- Serve as the backup resource for PowerSchool SIS database administration and division-wide user support;
- Prepare and process purchase orders as required;
- Monitor and order office supplies, and coordinate maintenance for office equipment (e.g., printers, copiers);
- Perform general data entry, update google sheets, and compile routine information;
- Assist in planning divisional events and special projects;
- Perform other related duties as assigned.

Qualifications:

- 1-3 years of administrative, hospitality or receptionist experience;
- Superior verbal and written communication skills with a refined, diplomatic demeanor;
- Highly comfortable learning and adapting to new software and tools;
- Advanced proficiency in Google Workspace (Gmail, Calendar, Drive, Docs, Sheets, and Slides) is required
- High degree of self-motivation with a natural drive to take initiative;
- Proven ability to independently learn, master, and implement new software applications and digital workflows with minimal supervision;
- Proven track record of maintaining strict confidentiality;
- Knowledge of Powerschool/SIS would be an asset;
- High attention to detail with the ability to multitask;
- Being bilingual is an asset.

The Application Process

Please submit a cover letter, resume, and three professional references on or before the closing date to:
Human Resources, Red River Valley School Division,
Email: hrdept@rrvsd.ca
In person/mail: P.O. Box 400, 233 Main Street N., Morris, MB, R0G 1K0

Please Note:

- Only those selected for an interview will be contacted.
- The successful candidate must submit an original Criminal Record Check (for working with vulnerable sectors) and an original Child Abuse Registry Check dated within the last 6 months, deemed satisfactory by the employer, before commencing employment.
- Costs associated with these checks are the responsibility of the successful candidate.

Red River Valley School Division acknowledges that individuals may face barriers that hinder their full and equal participation in the workplace and is committed to providing reasonable accommodation to all employees and candidates. RRVSD is an equal opportunity employer. Accommodation is available on request for candidates taking part in all aspects of the selection process.

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