



CROSS LAKE EDUCATION AUTHORITY

Cross Lake Head Office

P. O. BOX 370
Cross Lake, MB. R0B 0J0
Ph: (204) 676-2917
Fax: (204) 676-2087

www.crosslakeeducation.ca

Winnipeg Exchange Office

620 – 240 Graham Ave
Winnipeg, MB. R3C 0J7
Ph: (204) 944-0802
Fax: (204) 944-8204

hr@clea.mb.ca

CAREER OPPORTUNITY

School Secretary, Otter Nelson River – Middle Years

Full Time Position

Competition #2025-19

Cross Lake Education Authority invites applications for the position one (1) full-time School Secretary (ONR, MY,). This position is based at Otter Nelson River School – middle years, with duties commencing November 2025.

POSITION SUMMARY

The School Secretary for the middle years department reports to the principal. The successful candidate will be responsible to provide secretarial support and general office support to the school principal and staff. They will assist in the overall school organization, administrative matters, setting expectations, promoting attendance for staff and students.

KEY RESPONSIBILITIES

- To direct and answer general inquiries from visitors
- To answer telephones in a professional and courteous manner
- To forward incoming emails that require immediate attention to the appropriate person,
- To type and prepare general correspondence for school administrators (Principal and Vice-Principals and other staff) such as school notices, student handbooks, student reports and newsletters,
- To accept, sort and distribute all physical mail,
- To duplicate and reproduce materials using a photocopier and scanning documents,
- To assist in contacting substitutes for teachers,
- To organize and maintain school records,
- To maintain a school schedule / calendar of school events,
- To schedule teacher/parent meetings as directed by Principal,
- To maintain petty cash,
- To record all employee absences and forwarded to HR and Principal/Supervisor,
- To monitor and organize school office supplies and requesting orders to replenish supplies including office equipment, computers and software programs at the school office,
- Other duties assigned by the School Administration.

QUALIFICATIONS: EDUCATION AND EXPERIENCE

- Grade 12
- Previous Experience in secretarial support is considered an asset but not required.
- A commitment to continue to support on-going programs in the school.

- Must be knowledgeable of computer software and applications.
- Excellent Interpersonal, organizational, communication, problem solving and team skills.
- Commitment to fostering a safe, equitable, and inclusive school environment.
- Ability to speak Cree is an asset.
- Must also provide a Criminal Records Check and Child Abuse Registry Check every two years during his/her employment.
- Must have a Manitoba Class 5 Driver's License with your own means of transportation.

Interested applicants are invited to submit their resumé and cover letter (please identify the position title), along with 3 professional reference listings (including recent employer reference) to:

Human Resources
Cross Lake Education Authority
P.O. Box 370, Cross Lake, MB R0B 0J0
Email: hr@clea.mb.ca

Deadline to apply: November 10, 2025, or Open until filled

We thank all who apply and advise that only those selected for further consideration will be contacted. Preference will be given to Cross Lake Band members. Incomplete and late applications will not be considered.

Please visit our website at <https://crosslakeeducation.ca>