



CROSS LAKE EDUCATION AUTHORITY

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CAREER OPPORTUNITY

Cross Lake Education Authority

School Secretary, Otter Nelson River – Early and Middle Years

Full Time Position

Competition #2026-20

Cross Lake Education Authority invites applications for the positions one (1) full-time and one (1) Term School Secretary position at Otter Nelson River School Early Years (ONR, EY,). These positions will commence in September 2026.

POSITION SUMMARY

The School Secretary for the early 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.

QUALIFICATIONS

Education:

- 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.

Experience:

- 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,
- Must have a Manitoba Class 5 Driver's License with your own means of transportation.
- Other duties assigned by the School Administration.

REQUIREMENT

- The successful candidate will be required to provide a Criminal Record Check and Child Abuse Registry Check at start of employment and updated checks every two (2) years during employment
- A majority of CLEA employment positions are considered "safety sensitive positions" (working with children); therefore, a mandatory drug policy is in place, and all staff are required to undergo drug testing as a condition of employment. The authority for this policy is under the Cross Lake Band of Indians **By-law #279-105-25**. A by-law to Prohibit Illegal Drugs.

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: **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>