



SENIOR SECRETARY

(Continuing)

The Maple Ridge - Pitt Meadows School District (SD42) is looking for a qualified candidate interested in working as a Senior Secretary effective July 2, 2019. Reporting to the Assistant Superintendent, the Senior Secretary is responsible for providing confidential administrative support.

QUALIFICATIONS:

- College Diploma in Office Administration or related field;
- 3- 5 years' of experience in progressively responsible administrative positions, preferably in the education field or equivalent combination of experience and education is necessary;
- Must be a team player with strong organizational skills and multitasking abilities;
- Proficiency with computers and a variety of software programs, including MSWord, Excel, PowerPoint, Access, Outlook.

Interested applicants can apply by email to applicants@sd42.ca

Application deadline for this position is no later than:

May 24, 2019 at 12:00pm (noon)

Complete Packages should include:

*Cover Letter, Resume, [District Application form](#) and supporting documentation

For more information about our School District please visit: <http://www.sd42.ca/our-district/>

