Description:
The Clerk Typist III provides the required secretarial/clerical support to the school in all aspects of its day to day operations, including bookkeeping and financial transactions. Duties would include providing assistance with general inquiries, database management, accounting, meeting planning and calendar maintenance, correspondence, and other duties as assigned.

Education Requirements:
Completion of a 2-year diploma/certificate program from a recognized post-secondary institution in Office/Business Administration. Equivalencies may be considered.

Other Requirements:
- One to two years’ experience working in a high volume, fast paced office environment
- Ability to make financial calculations & perform data entry with speed & accuracy
- The ability to demonstrate positive interpersonal skills in dealing with the students, school community, staff, and outside agencies
- Significant experience working with Microsoft Word, Excel, PowerPoint, Access, Electronic File Management, and other applicable computer programs
- Experience with bookkeeping, purchasing, and financial transactions
- Applicants may be required to complete testing in selected areas

Deadline and Delivery

Apply in confidence via fax or email, indicating competition number, to:

Human Resources Division – Labrador Region
Newfoundland and Labrador English School District
Fax: (709) 896 -5629
E-mail: hrlabrador@nlesd.ca
Closing Date: Friday, July 6, 2018

A Police Records Check with a Vulnerable Sector Query, from the local police authority IS required.

Only those applicants selected for an interview will be notified.