



Jim McCuaig Education Centre
2135 Sills Street Thunder Bay ON P7E 5T2



- x Anticipate needs to manage time effectively and reduce stress on the senior team.
- x Ensure adherence to policies and by-laws
- x Other duties as assigned

Qualifications:

- x Secondary school diploma
- x Either Executive Assistant Diploma from an accredited College or 4 to 6 years of experience in roles such as Executive Secretary or Executive Administrative Assistant.
- x Strong communication skills with various internal and external contacts.
- x Excellent computer skills (Microsoft Word, Excel, PowerPoint, Teams) and Adobe and an ability to learn new software.
- x Ability to interact with various groups and individuals, both internal and external to Lakehead District School Board.
- x Strong, highly developed written and oral communication skills with excellent grammatical skills.
- x Ability to handle information of a confidential and/or sensitive nature with tact and diplomacy.
- x Exhibit excellent time management and organizational skill
- x Ability to work independently and as a team member in a high-profile department.
- x Attention to detail
- x Strong organizational and problem-solving skills, with the ability to take initiative and make decisions
- x .QRZOHGJH RI SDUOLDPHQW DU\ SURFHGXUHV DQG 5REH
- x Willingness to work additional hours as required.

Application Procedure

A cover letter and detailed resume, along with names and email addresses of two (2) references that may be contacted. References are to be listed on a Reference Check Consent Form that can be found at www.lakeheadschoools.ca