



CASUAL SECRETARIES

Greater Saskatoon Catholic Schools is inviting applications for the position of casual secretary.

JOB SUMMARY: As a casual secretary you would be responsible for providing support and clerical assistance, reception duties and other duties as assigned by the principal in the school. Hours of work will vary depending on need. The current rate of pay for a casual secretary is \$13.65/hour.

QUALIFICATIONS:

- Certificate/diploma from a recognized training program.
- Good working knowledge of Microsoft Office Programs.
- Strong interpersonal skills and demonstrated ability to work well with others.
- Good organizational skills.

Applications can be found on our website under Human Resources. Closing date is open.

Please submit résumé and "Service and Support Application" to:

Human Resource Services
St. Paul's RCSSD #20
420 22nd St. East
Saskatoon, SK S7K 1X3
Fax: 659 - 2012



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