Peter Yassie Memorial School
(Sayisi Dene Educational Authority)
Tadoule Lake MB R0B 2C0
Tel:(204) 684-2279; (204)-684-2128
Fax :(204) 684-2130

16th February 2021

SCHOOL SECRETARY

The school is looking for an individual in the community who is motivated and has the following attributes for the above position. Many a time the School Secretary becomes the face of the school because he/she becomes the first point of call for all visitors or callers who may include parents. This is therefore a very important position in the school:

Grade 12 graduate
Sober habits
Loves working with children
Can work as a team player and also take instructions.
Computer literate
Excellent Communication skills
Has clean Criminal record check and Child Abuse records.
Has good work ethics
A self-supervised individual who can work under pressure.
Detests Absenteeism
A good model for students both at school and in the community.

If you think you have the above qualities, which have not been exhausted, please bring your application in person to the Principal/Director at the school or send it through the email: **gndibali@yahoo.ca**. Applications will be accepted for the next 10 days from today up to the 28th of February 2021.

NB. If you decide to bring your application in person to the school, please wear a mask and keep your social distance.

Geoffrey Ndibali (Principal/Director).