



Regina Catholic Schools

Posting- HR Executive Assistant – Regina Catholic Schools

In a Catholic environment that fosters collegiality and supports continuous learning, the Human Resource Services (HR) Executive Assistant provides proactive leadership within the Catholic Education Centre.

If you do not see yourself fully reflected in every job requirement listed on the posting above, we still encourage you to reach out and apply. Rooted in our Catholic faith, we are committed to creating a more diverse, equitable, and inclusive organization and we strongly encourage applicants of all genders, ages, ethnicities, cultures, abilities, sexual orientations, and life experiences to apply. Support is available upon request for candidates taking part in all aspects of the selection process. Finally, we know that emergencies happen, and you may need to reschedule an interview - we understand and encourage you to be in communication without worrying about losing the opportunity or your credibility.

Start Date — November 15, 2025 - PERM

Pay Scale = \$31.51 - \$39.97 based on experience

How to Apply: [APPLY HERE](#) by **Friday, October 31, 2025**

Education – Preference will be given to an individual holding an office administration certificate from a recognized institution or have equivalent training with a minimum of three to five years of related office experience.

internal & external

