

The Regina Roman Catholic Separate School Division No. 81
Invites applications for the following position:

Executive Assistant Human Resource Services Department				
Commence	Pay Level	TERM	Closing Date and Time	Contact
	6			
immediately	\$28.26 to \$32.05	PERM – 12 month	Tuesday, August 18, 2022 at noon	hr@rcsd.ca

To apply for this position:

Submit the following **REQUIRED** documents **by closing date & time** to:
Human Resource Services and complete the ESP Application link below.

1. Submit an updated resume.
2. [ESP Application](#)
3. Vulnerable Sector Criminal Record check will be required if you are the chosen candidate

For a detailed job description for this position, click on the link below:

[Human Resource Services Executive Assistant](#)

Thank you for your interest. Only those selected for further consideration will be contacted.

*****internal / external****