

St. Charles Catholic School, a small, independent Kindergarten to Grade 8 school, invites applications for a full-time Administrative Assistant. The successful candidate will have excellent organizational and administrative skills. Previous experience in a school setting is preferred. A resume with three references should be sent to:

Dr. A. Penny  
St. Charles Catholic School  
331 St. Charles Street  
Winnipeg, MB R3X 0A2

Closing date for applications is December 17, 2010. Email: [dr\\_penny@stccs.ca](mailto:dr_penny@stccs.ca)