

Job Posting: Office Administrator – Christian Heritage School

Location: 2025 26th Street, Brandon, Manitoba, R7B 3Y2

Position Type: Full-Time | Start Date: August 24, 2025

About Christian Heritage School

Christian Heritage School is a K-8 independent Christian school committed to academic excellence and spiritual formation. We provide a Christ-centered education that nurtures students academically, socially, and spiritually, preparing them to be thoughtful, faithful contributors to society.

Position Summary

The Office Administrator provides crucial support for the school's operations and mission. The office administrator plays a key role in fostering a welcoming and organized environment interacting with students, parents, and visitors.

Principles of Faith

Believe that the Bible is God's inerrant word; it is the standard for faith and daily living
Be deeply committed to a consistent daily walk with God; spend personal daily time in prayer and devotions.

Be a member in good standing of a local church, which has a statement of faith in agreement with the statement of faith of CHS.

Adhere to the CHS statement of faith

Be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards outlined in the staff handbook.

Qualifications

High School Diploma or equivalent

Previous experience in an administrative role preferred

Experience with Powerschool will be considered an asset

Strong organizational and multitasking abilities

Strong written and verbal communication skills

Proficiency in office software such as MS office (Word, Excel, PowerPoint)

Maintain accurate records, CUM files

Able to maintain confidentiality and manage sensitive information

Excellent interpersonal skills

Ability to keep calm in stressful situations and in interactions with parents and students.

Demonstrate the ability to accept and carry out responsibilities and make competent, professional decisions

Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and in agreement with school policy

Key Responsibilities (not limited to)

Answer phone, respond to emails, greet visitors and guests
Provide a welcoming and helpful environment for visitors and direct them to the appropriate staff
Maintain student files, attendance records, and other important school documents
Assist the principal and staff with tasks such as scheduling, correspondence, event planning, and fundraisers
Forward invoices to bookkeeper, accept school tuition payments, donations, and fundraising payments
Order school and textbook supplies as directed, keep the supply room stocked, attend to photocopier issues
Pick up and distribute mail
Attend to students' first aid requirements, manage student medication
Track employee and student attendance
Operate and maintain office equipment
Complete student enrollment in PowerSchool
Make sure the office is staffed from 8:30 am to 4:00 pm
Oversee, maintain, and ensure signing in and signing out is current for students, staff, and all visitors entering and leaving the school
Attendance and sign in/sign out sheet made available to the principal in the event of an emergency
Navigate Quickbooks to inform parents of account status

How to Apply:

Interested applicants must submit the following:

1. A letter outlining your statement of faith
2. A current resume
3. Contact information of three professional references

Please send applications to principal@chsbrandon.ca

Closing date for applications: Open until filled

Join us in shaping future generations through Christ-centered education, rooted in faith and delivered in love!

