



qathet School District

ACCEPTING APPLICATIONS FOR CASUAL CLERICAL STAFF

Working under the direction of the School Principal and/or Office Manager, Casual Clerical Staff provides a variety of administrative duties and requires the ability to make decisions, act independently, and to interact positively with staff, students, parents, and the public.

Requirements

- Completion of a one-year accredited public post-secondary Office Administration Certificate (with word processing, spreadsheet, database, bookkeeping, record management, and email components) or five-years' experience in a similar position.
- Must have effective written and oral communication skills.
- Must enjoy working in a high paced team setting with staff and students.
- Ability to prioritize work in a busy environment often under pressure with multiple demands.
- Must be able to maintain confidentiality of sensitive information.

These positions are part of CUPE L476. For a complete job description, please visit our School District website at <https://www.sd47.bc.ca/page/92/support-staff-postings>. The wage rate for this position is \$33.26 per hour plus vacation pay.

Application closing date: Open until filled

Interested qualified applicants should apply with a cover letter and resume. Please also include supporting certification documents.

Please submit applications to:

Human Resources Department
qathet School District
hr@sd47.bc.ca

We thank all applicants, however, only those under consideration will be contacted.

qathet School District is committed to equity and diversity, and a staff team that reflects the community we serve. We encourage applications from members of groups with historical and/or current barriers to equity, including Indigenous peoples; members of groups that commonly face discrimination due to race, ancestry, colour or religion; persons with physical and/or mental disabilities; and/or persons of marginalized sexual orientations and gender identities.

