



Applications are being accepted for the position of:

CASUAL ON-CALL CLERICAL SUPPORT

Under the general supervision of a Principal or Delegate, provides secretarial and reception services to the school.

DUTIES:

- Performs a variety of secretarial duties, including data entry, typing correspondence, reports and forms, some of which are confidential.
- Provides reception services by answering the telephone, relaying messages, directing visitors and responding to inquiries.
- Advises parents of absence, injury or illness to students as required
- Receives money and issues receipts.
- Operates standard office equipment, including a personal computer, photocopier, fax machine, postage meter, adding machine and provides first-line maintenance as required.
- May, on occasion, be required to perform other job-related duties as assigned.

QUALIFICATIONS:

- Grade 12 Diploma or equivalent
- Post-secondary secretarial courses of at least one-year duration or an equivalent combination of training and experience
- Intermediate computer skills MS Word, MS Excel
- Minimum tested typing speed 55 wpm
- Minimum of 2 years of experience in an office environment
- Basic bookkeeping skills
- Ability to handle a variety of tasks within tight deadlines
- Ability to work independently with minimal supervision
- Physically capable of performing the job duties

This is a unionized position. Job description #27 is available at sd79.bc.ca.

Please forward resume, including certificates and transcripts, and a cover letter indicating how you believe you meet our qualifications, and three work references with permission to contact. Please submit electronic applications as one PDF.

Applications will be accepted on an ongoing basis until filled and can be dropped off at the School Board Office, emailed or faxed to:

Jen Christenson, Staffing Officer and Systems Analyst

2557 Beverly Street, Duncan, BC V9L 2X3

Email: jchristenson@sd79.bc.ca Ph: 250-748-0321 (ext. 282) Fax: 250-748-6591

Thank you for your interest in this casual position. Only those selected for an interview will be contacted.