



SCHOOL DISTRICT NO. 43 (COQUITLAM)

Invites Applications for the position of:

CASUAL CLERICAL (ON CALL)

Coquitlam School District invites applications from individuals for the position of on call casual clerical. As the third largest school district in the province, we are located within a 40-minute drive from downtown Vancouver. The school district has a population of 34,000 students with approximately 4,400 teaching, administrative, managerial and support staff.

This on call position will provide administrative support at elementary, middle, and secondary schools as well as other various district locations. The successful candidate must have a strong ability to multi-task and interact with students, parents, teachers, support staff and administration.

Applicants must be able to type a **minimum of 50 wpm**. A strong secretarial background is required, and ***knowledge of bookkeeping and accounting*** is an asset.

To confirm required skills and ability, shortlisted applicants will undergo extensive testing in the following areas:

- Aptitude
- Microsoft Office
- Typing

Preference will be given to those candidates successful in all the above areas.

We offer \$29.90 - \$31.37 per hour, plus 16% in lieu of benefits.

To apply, please click on the following link and create a user account/profile.

<https://bc38.atriveerp.com/postings-coquitlam/Account/Login>

Once you have completed your profile you will have access to the job postings. Please attach a cover letter, resume, and credentials under the document tab.

Successful applicants will be required to obtain a clear criminal record review prior to confirmation of hiring. We appreciate your interest but regret that only those candidates selected for testing will be contacted.

SD43 (Coquitlam) values diversity in the workplace and strives to honour each person's unique lived experiences. We welcome and encourage applications from candidates with varied backgrounds, cultures, races, abilities and intersectionality.