



## SCHOOL DISTRICT #43 (COQUITLAM)

Invites applications for

### On-call Casual Clerical

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 32,000 students with approximately 4,300 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 \$26.09 - \$27.39 per hour plus 16% in lieu of benefits.

To apply, please click on the following link and create a user account/profile. <https://ejp.sd43.bc.ca/postings/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.

*We appreciate your interest but regret that only those candidates selected for an interview will be contacted.*