



## SCHOOL DISTRICT #43 (COQUITLAM)

Invites applications for

### On-call Casual Clericals for Continuing Education

Coquitlam School District invites applications from individuals for the position of on-call casual clerical for Continuing Education. 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.

These roles work at multiple locations and require the employee to be available for both day and evening shifts. The successful applicant must have a strong ability to multi-task and interact with students, parents, teachers, support staff and administrators.

Applicants must be able to type a **minimum of 50 wpm**. A strong secretarial background is required.

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 of the above areas.

We offer \$29.03 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.***