

Casual Clerical

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

This on call position provides administrative support at elementary, middle, and secondary schools as well as other various district locations throughout the district in in Coquitlam.

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 booking and accounting is an asset.

Successful candidates will be available Monday – Friday, 5 days per week and be willing to accept callouts to all locations in our District. 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 and resume.