



CASUAL CLERICAL SUPPORT

The Burnaby School District invites applications for the position of casual clerical support with the Burnaby School District. Successful applicants will work at various schools and sites throughout the district performing a variety of clerical and administrative tasks. The number of hours and days of work are not guaranteed and will be variable throughout the year. Casual CUPE employees will have the opportunity to post into any internal vacancies for any position (posting) for which they are qualified for. We expect there will be many excellent future opportunities for temporary and/or permanent placements within the district.

Successful applicants must possess the following:

- Thorough knowledge of Microsoft Office including Word and Excel
- Typing speed minimum of 55 wpm
- Minimum one-year experience in an administrative assistant role
- May require knowledge and experience in bookkeeping principles and practices
- Excellent communication, interpersonal and organizational skills
- Ability to work independently and as part of a team

This position pays \$31.60 per hour.

Qualified applicants should apply by submitting a resume and cover letter in ONE PDF document via email to:

Human Resources Department
School District 41 - Burnaby
4054 Norfolk Street
Burnaby, BC V5G 0C3
applications@burnabyschools.ca

Applicants who are short-listed will be invited to attend a skill testing session for typing, word and excel. Only those considered for employment will be contacted for this session.

Successful completion of a criminal record search is a legislated requirement and will be completed upon hire. We thank all applicants for this position, however, only those individuals under consideration will be contacted. The Burnaby School District embraces diversity as a privilege and a strength. We strive for accepting, safe, supportive, and inviting communities where the goal is for all members to feel a sense of belonging. Our (schools or worksites) are for everyone and we respect each person's contributions.