



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 \$30.68 per hour.

Interested applicants should apply in writing, including resume, covering letter and references to:

Human Resources Department

School District 41 - Burnaby

4054 Norfolk Street

Burnaby, BC V5G 0C3

applications@burnabyschools.ca

****Please submit application package in a single pdf file.**

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.

The Burnaby School District values inclusion and embraces diversity as a strength. Our goal is for all individuals to feel a sense of belonging in a safe, supportive and welcoming community. We encourage applications from all qualified individuals, including Indigenous, Black, people of colour, all genders, LGBTQ2+ and persons with disabilities.