School District No. 54 *(BULKLEY VALLEY)*

School District #54 (Bulkley Valley) is accepting applications for the position of:

CASUAL CLERICAL
(Smithers / Telkwa/ Houston)
Pay Range $25.25 – $30.17

Join Our Casual Clerical Team!

Do you have strong administrative and computer skills, relevant office experience, and enjoy working in a team-oriented environment? We encourage you to apply!

Casual clerical employees provide administrative and clerical support throughout the District as required. **Flexibility and availability are essential, as assignments may arise on short notice, particularly in the early morning hours. Applicants must be able to respond promptly to requests for coverage.** Work is offered on a casual, as-needed basis, and regular hours are not guaranteed. Casual employees will also have the opportunity to apply for regular positions as they become available.

QUALIFICATIONS

Applicants must meet the following requirements:

- **Education:** Completion of Grade 12 (Dogwood Certificate).
- **Computer Training:** Office administration program (equivalent to one year of post-secondary education).
- **Office Experience:** A minimum of two years of current, relevant office experience.
- **Computer Proficiency:** Demonstrated, exceptional skills and experience in communication technology, word processing, database management, and spreadsheet programs.
- Applicants should be available to accept assignments on short notice.

Interested in joining our team? Send in a completed SD54 Employment Application found on the careers page of our District website at: https://www.sd54.bc.ca/cupe-job-postings/ in confidence to:

Ms. Bobbie Kingsmill, HR Administrator
Box 758 Smithers, BC V0J 2N0
Email: contact-sd54@sd54.bc.ca
Website: www.sd54.bc.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted.