



CASUAL CLERICAL SUPPORT – International Education Office

The Burnaby School District invites applications for the position of casual clerical support with the Burnaby School District's International Education Office. The successful applicant will perform a variety of clerical and administrative tasks to support the International Education Office. While the number of days and hours cannot be guaranteed, typically this individual will work from Monday to Friday, 8:30-4:00 pm.

This is an excellent entry opportunity for an individual interested in working in international education or within a school district. It opens the doors to other internal opportunities in the District as Casual CUPE employees can post into any internal vacancies for any position (posting) for which they are qualified for.

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
- Fluency in Vietnamese, Spanish or Italian preferred
- Available throughout the year, including summer months

Interested applicants should apply by July 4th 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 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.