



WhESC: Jan 23 2019

Secretary - Squamish

SSCS has a temporary part-time, 20 hour per week, position available for a Secretary at its main office.

Schedule: Monday to Friday 10am to 2pm

Term: Immediately to December 31, 2019

A Secretary provides a variety of secretarial, reception and clerical assistance in an office; prepares correspondence, reports, and other documents; maintains a variety of financial and other records, files and related filing systems.

Do you have what it takes?

- Grade 12, plus related post-secondary courses in secretarial training or office procedures Grade 12 graduation.
- One (1) year recent related experience.
- Or an equivalent combination of education, training and experience.
- Comprehensive and demonstrated working knowledge of computer hardware (including scanners) and software applications including but not limited to, Microsoft Office (Publisher, Word, Excel, Power Point) and a working knowledge of database applications.
- Demonstrated skills in accounting procedures, secretarial and clerical duties and good organizational skills.
- Excellent communication skills, both written and verbal.
- Excellent inter-personal skills.
- Ability to work cooperatively with a variety of staff, volunteers, professionals and other members of the community.
- Ability to prioritize assignments, multi-task and to meet deadlines in an extremely busy office environment with constant interruptions.

As per BCGEU Collective agreement, starting wage is \$16.99 per hour (increasing to \$17.29/hr February 1, 2019)

Apply today:

E-mail: jobs@sscs.ca