



We are currently accepting applications for

CASUAL CLERICAL STAFF

to work in schools in the

Williams Lake areas

The ideal candidate(s) will have strong organizational skills, be client-focused, and possess excellent communication skills.

Job Requirements:

- Proficiency in Microsoft Office (Word, Excel, and Outlook)
- Basic accounting knowledge
- A minimum touch-typing speed of 45 wpm
- Experience in a fast-paced work environment, with the ability to multi-task

Skills testing will be required as part of the interview process.

Starting wage is \$25.48 per hour

As a condition of employment, successful applicants will be required to comply with the Criminal Records Review Act.

To apply, please submit a comprehensive resume, including 2 work-related references, via email to iuoepost@sd27.bc.ca.

We thank all those who apply, however only those selected for an interview will be contacted.

School District No. 27 (Cariboo-Chilcotin) is an equal opportunity employer.