



Douglas College

## JOB POSTING

( EXTERNAL )

<b>POSITION:</b>	Clerk Typist "on-call"	<b>COMPETITION #:</b>	2010-001A
<b>DEPARTMENT:</b>	Various	<b>CLASSIFICATION:</b>	Pay Level 6
<b>REPORTING STATION:</b>	New Westminster, David Lam, Maple Ridge, Surrey	<b>SALARY RANGE:</b>	\$18.85 per hour

These temporary, on-call positions are available for the anticipated period of January 1 to December 31, 2010. Hours of work: Monday to Friday 8:30 – 4:30 p.m. 4 – 7 hours shifts.

### PRIMARY FUNCTION:

To provide support to a variety of departments by performing a variety of clerical duties. Monitors telephone calls and receives visitors for the appropriate/assigned area/department.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Good working knowledge of the English language together with strong oral and written communication skills.
- Completion of high school or equivalent and secretarial/clerical training, and a minimum of one year of directly related experience.
- Demonstrated ability to keyboard 40 wpm accurately; demonstrated ability to perform computer applications including demonstrated proficiency with database management, word processing software (MS Word and Excel), electronic mail and Internet applications.
- Good working knowledge of modern office practices and procedures including standard business formats of letters, memoranda, etc.
- Demonstrated ability to communicate courteously and effectively in person and over the telephone with staff, faculty, administrators, students and the public.
- Demonstrated ability to work with a minimum of supervision, as well as being able to establish priorities and achieve deadlines.

### LINK TO [JOB DESCRIPTION](#)

It is the responsibility of all interested applicants to ensure that a CURRENT RESUME AND COVER LETTER is received by the Employee Relations Department. This competition is **ongoing**.

Late applications will only be accepted if the employee is absent from work due to sickness or vacation at the time of posting and provided the application is received before another applicant is selected.

Please submit your resume and cover letter to [jobs@douglas.bc.ca](mailto:jobs@douglas.bc.ca)

### NOTES:

- Qualified internal applicants shall be given first consideration in filling this position.
- If no applicant fully meets the pre-requisites, appointment may be made at a lower classification level.
- Regular employees contemplating on applying for temporary positions should refer to Article 28.1(a) and Article 28.1(d) of the collective agreement.

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**Douglas College offers an excellent salary/benefits package, including indexed pension plan, on-site fitness and daycare facilities, and opportunities for professional development.**