



SCHOOL DISTRICT NO. 27 (Cariboo-Chilcotin)

We are currently accepting applications for
CASUAL CLERICAL STAFF
to work in schools in the
Williams Lake area

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.

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.

Alternatively, you may drop your submission off at the School District Administration office in Williams Lake, located at 350 2nd Avenue North.

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.