

CUPE – INTERNAL

Job Posting No. 23/24-019

Administrative Assistant 2

(NVSS)



Applications will be accepted for the following position until:

12:00 Noon, Wednesday, August 30, 2023

Location: Nechako Valley Secondary School

Position: Administrative Assistant 2

Hours of Work: 6 hour per day, 5 days per week

Rate of Pay: \$26.60 per hour as per the current Collective Agreement

Duties to Commence: September 5, 2023

Qualifications:

- Completion of Grade 12 (Dogwood Certificate)
 - Completion of the Applied Business Technology Certificate program or Administrative Assistant Certificate
 - One year of current relevant office experience, preferably in a school environment
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Applying for the position:

- Send an email to cupejobs@sd91.bc.ca.
 - Include the posting number and position name in the subject line.
 - You will receive an email upon receipt of your application.
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