

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

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.

