



Clerical / Secretarial (On-Call)

There are over 74,000 students who attend different schools and programs within Surrey, and just over 11,000 staff employed to support these student learners. Surrey's vision is to prepare our learners to think creatively and critically, communicate skillfully, and demonstrate care for self and others.

Do you want to work for the largest school district in the province of BC?

Do you want to experience working in diverse environments throughout 121 schools, 5 learning centres, 3 adult education centres, and 3 district offices?

If those questions appeal to you, then we welcome you to apply to the Surrey School District for an on-call clerical position!

Position Summary

Working on-call, you could be assigned to work in any of our schools or District offices, reaching all borders of Surrey and White Rock during the school year. Calls for work are put out through an automated dispatch system on the morning that the jobs begin and assignments vary in duration, subject to the needs of the District. As a condition of employment, **on-call clerical staff are required to be available full-time for a potential call to work Monday through Friday during the school year.** Please note that there is no guarantee of work each day, as work volume fluctuates throughout the school year. Working hours will vary from 0 – 37.5 hours per week.

Successful candidates will be eligible to apply for internal clerical positions as they become available. All successful applicants are required to join the union, CUPE Local 728 upon hire. As per the CUPE collective agreement, the starting wage for this position is \$23.73 per hour with an attractive benefit package available after a defined waiting period.

Working Conditions

A typical day will involve sitting at a workstation entering data on a computer, answering and dispatching calls from a multi-line telephone system, and answering questions from staff, students, parents and members of the public.

Additionally, a clerical employee is expected to:

- Act confidentially and professionally at all times
- Work independently and as part of a team
- Adapt to changing priorities and time constraints, despite frequent interruptions
- Demonstrate flexibility, as assignments can be called out on short notice and are subject to change

Skill Requirements

Shortlisted candidates will be assessed prior to being invited in for an interview and are expected to have the following skills:

- 50 wpm keyboarding skills (minimum)
- Proficiency in the use of computers, specifically using Microsoft Word, Excel, and Outlook
- Sound knowledge of business office procedures
- Professional communication skills
- Basic bookkeeping skills

Education and Experience

- 2 years' experience working in an office environment
- Completion of grade 12 or equivalent
- Completion of a certificate/diploma in business administration or similar field is an asset
- Knowledge of accounting and bookkeeping principles is an asset
- Previous customer service experience is an asset

Interested and qualified applicants can apply via [Make a Future](#).

Successful candidates will be required to consent to a Criminal Record Search prior to commencing employment. This is not required at the time of application.

Note: *Due to the volume of applications under consideration, only shortlisted candidates will be contacted. Thank you for your interest in Surrey Schools.*