



University of Northern British Columbia
CUPE Position

Casual Administrative Positions
South Central Regional Campus
Quesnel

UNBC's South Central Regional Campus is located in Quesnel. This region encompasses the Cariboo and Chilcotin, and the Lakes District and Robson Valleys. The University of Northern British Columbia is a dynamic and progressive institution with an innovative approach to education and is supported by advanced technologies. As we strive for excellence in the educational enrichment of our students, UNBC offers a healthy, safe, open, friendly, supportive and stimulating work environment for our employees. If you possess top-notch clerical and administrative secretarial skills and want to be a part of an exciting team, we may have an opportunity for you.

As part of our casual pool of employees available on an on-call basis offering clerical and administrative support to a variety of departments, you may be called in to assist during peak periods, vacation or sick leave coverage, as well as project work. Your knowledge of computer applications, typing, filing, reception duties, data entry, scheduling meetings and a variety of other skills will be well utilized.

Qualifications:

Candidates must have at least three years of progressive secretarial experience in a computerized environment combined with coursework or a certificate in office administration. You have extensive knowledge of Microsoft Word or WordPerfect and are comfortable working in a Windows environment. A minimum of 50 wpm typing is required. Exposure to spreadsheets and database applications would be considered an asset. Rounding out your skills profile are: exceptional organizational skills, strong communication and interpersonal skills and a proven ability to work within deadlines. A high degree of flexibility is required to be available for assignments.

Normal hours of work will be 8:30 am – 4:30 pm Monday through Friday.

Please forward your resume, proof of education and the names and addresses of three references (including telephone and fax numbers) to: Human Resources, University of Northern British Columbia, 3333 University Way, Prince George, BC, V2N 4Z9. Phone: (250) 960-5521. Fax: (250) 960-5695. Email submissions: HRecruit@unbc.ca

We thank all applicants for their interest in UNBC. However, only those applicants selected for further consideration will be contacted.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.

There is no close date for this posting.