



DISPATCH COORDINATOR

(Time Duration)

The Maple Ridge - Pitt Meadows School District (SD42) is looking for a qualified candidate interested in a temporary full-time Dispatch Coordinator position until June 30, 2020. Primary responsibility is for the operation of the call-out service for casual staff combined with other administrative duties. This work is often carried out under severe time constraints therefore a high level of multitasking skills would be beneficial.

QUALIFICATIONS:

- Successful completion of Grade 12
- Two years of progressive practical experience in office administration in an educational setting
- Ability to operate office equipment such as computers and word processing programs with keyboard skills of 50 net wpm
- Superior communication skills
- Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position

Rate of pay: \$26.37/hour

Hours: 35 hours per week - 12 months per year
Monday to Friday 6am to 2pm

To apply, please forward your cover letter, resume, *District Application form* [click here](#) and supporting documentation to: applicants@sd42.ca

For more information about our School District please visit:
<http://www.sd42.ca/our-district/>

