



## Dispatch Coordinator

The Maple Ridge - Pitt Meadows School District (SD42) is looking for a qualified candidate interested in working as a Dispatch Coordinator in our District. The Dispatch Coordinator performs a variety of administrative duties in the Human Resources Department with primary responsibility for the operation of the call-out service. This work is often carried out under severe time constraints and involves last minute rescheduling, advising schools that there is a shortage of replacements and offers suggestions for re-assignment. This is a temporary position effective immediately until June 30, 2019 and is required to report to work from 6am to 2pm; Monday to Friday.

### QUALIFICATIONS:

- Successful completion of Grade 12 with a course emphasis on business practices and procedures or equivalent education at a recognized institution
- Two years of progressive practical experience in office administration in an educational setting
- Proficiency with office equipment including MS Word, MS Excel and keyboarding skills of a minimum of 50 net wpm
- Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position

**Rate of pay: \$24.81/hour**

**Hours:** 35 hours per week

Interested applicants may apply by email to [applicants@sd42.ca](mailto:applicants@sd42.ca) or submit their package in person to the District Education office noted below.

Complete Packages should include:

*\*Resume, short cover letter*

*\*District Application form [click here](#)*

