



ADMINISTRATIVE RECEPTION CLERK

(CONTINUING)

School District No. 42 (SD42) is looking for qualified applicants who are interested in working as an Administrative Reception Clerk at our District Education Office. Reporting to the Office Manager, the Administrative Reception Clerk performs a variety of clerical duties, including front line reception, organization, processing, retention and reproduction of archived student records, and generalized administrative support to district departments. SD42 meets the learning needs of over 15,000 students of all ages in Maple Ridge and Pitt Meadows, and is defined by its determination to keep student learning and growth at the heart of all its decisions. With an annual budget of over \$200M and over 2,000 staff, the school district provides K-12 educational services in 22 elementary schools, six secondary schools, and two alternate schools. It also provides a variety of certificate programs and relevant quality life-long learning opportunities through Ridge Meadows College and Continuing Education.

The successful applicant will possess:

- Successful completion of Grade 12 with course emphasis on business practices and procedures.
- One (1) year clerical experience, including front-line reception and records management responsibilities.
- Demonstrated ability to communicate effectively, with tact and diplomacy, with staff, students, parents, suppliers and visitors.
- Proficiency with word processing applications, spreadsheets, and database management systems, with keyboarding skills at 40 net wpm. Familiarity with computerized student record systems.
- Ability to work under pressure with limited supervision, combined with excellent organizational skills and the ability to take initiative.
- Additional abilities as outlined in the full job description, please [click here](#).

This is a full-time continuing position working 35 hours per week, following a 12 month schedule. The rate of pay is \$24.42 per hour, plus a comprehensive benefits package.

To apply, please forward your cover letter, resume, [school district application form](#) and supporting documentation to applicants@sd42.ca quoting posting #C2223-270. This posting will remain open until filled.

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

Our staff members are the foundation of our system. When you join our school district, you become part of a talented community of educators and support staff dedicated to enriching the lives of all students and helping them achieve success.

