



RENTALS, CUSTODIAL & TRANSPORTATION COORDINATOR

(CONTINUING)

The Maple Ridge - Pitt Meadows School District (SD42) is looking for qualified applicants seeking employment in a high paced work environment as a highly organized Rentals, Custodial & Transportation Coordinator at our Maintenance Office. Reporting to the Manager of Operations, this position provides a variety of clerical services including processing rental agreements, preparing high proficiency excel reporting, being responsible for coordinating various aspects of student transportation, and overseeing the coordination of the custodial department including work schedules.

The successful applicant will possess:

- Successful completion of Grade 12 plus a 2-year diploma in Business Administration or a related field.
- Two (2) years' experience in an office environment with demonstrated experience in administrative services. Intermediate proficiency with office equipment, personal computers and a variety of software packages, including word processing, spreadsheets, and database applications, including intermediate proficiency with Excel and keyboarding skills at 50 wpm with a high degree of accuracy.
- Excellent organizational skills including the ability to plan, prioritize and multi-task.
- Demonstrated ability to communicate effectively and harmoniously with staff, contractors, suppliers, visitors and the general public.
- Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
- For the full job description, please [click here](#)

This is a continuing position working 35 hours per week, following a 12 month schedule. The rate of pay \$29.15/Hour plus a comprehensive benefits package.

To apply, please forward your cover letter quoting posting #C2223-352, resume, [school district application form](#) and supporting documentation to applicants@sd42.ca. This posting will remain open Friday, March 10, 2023.

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.

