



**British Columbia Teachers' Federation
Intake Clerk /Administrative Secretary
Full - Time Term – August 12, 2019 to June 30, 2020
\$25.66 to \$28.22 per hour**

The British Columbia Teachers' Federation (BCTF), established in 1917, is the union of professionals representing 43,000 public school teachers in the province of British Columbia, Canada. All public school teachers belong to the BCTF and their local teachers' association.

Housed in a modern, well-maintained office setting located close to the Canada Line and other major transit routes, the Federation provides an exceptional working environment where respect, learning, and professional growth are championed and valued.

As a member of the Income Security Division, the Intake Clerk/Administrative Secretary provides secretarial and administrative assistance to the Director and Assistant directors, and acts as the receptionist/switchboard operator for the department. General duties include receiving, sorting, scanning and distributing incoming mail, preparing files for microfiching, assisting with short term and long term disability applications, preparing memos, agendas, and general correspondence and assisting in the provision of general information to BCTF members.

Required Experience

A minimum of three years of administrative secretarial experience in an office setting with a demonstrated ability to perform general secretarial work including typing a wide variety of documentation, making basic calculations and maintaining accurate detailed administrative, computer and financial records. The successful candidate would have excellent oral and written communication skills (including telephone, interpersonal and listening skills); the ability to explain and clarify complex information to members; be detail orientated and able to juggle multiple priorities; be proficient with the use of databases and office computer software packages; have excellent organizational skills and the ability to work in a team.

Required Education/Training

Completion of secondary school (Grade 12) and a minimum of one year of formal education in office administration (focusing on office procedures, keyboarding, business English, and e-mail communication). Proficiency with Microsoft Office suite. Experience in health or benefit administration fields and medical terminology course work is an asset.

Please submit cover letter, résumé, and references, not later than 5:00p.m. on July 19, 2019, quoting job posting JP0801-2019-02 to the Human Resources Department, BC Teachers' Federation, 100-550 West 6th Avenue, Vancouver, BC V5Z 4P2, or by email at postings@bctf.ca. Your interest is appreciated but only applicants selected for an interview will be contacted. No phone calls please.

Because the BCTF has an affirmative action policy, an applicant may wish to provide, on a voluntary basis, information as to whether they self-identify as a member of an equity-seeking group, which includes female, trans (trans, transgender, transsexual, genderqueer, two-spirit, transwoman, transman), visible minority or racialized person, Aboriginal (Indigenous) person, person with a disability, or lesbian, gay, or bisexual person.*