



**British Columbia Teachers' Federation  
On-Call Office Support  
(\$25.92–\$29.05 per hour)**

We are seeking individuals who are interested in on-call office support work with the BC Teachers' Federation including reception, mail room, and secretarial duties. Strong oral and written communication skills and the ability to work well in a team environment are essential.

**Required experience and skills:**

- three years' experience in an office, mailroom, or warehousing environment
- proficiency in Microsoft Word, Excel, PowerPoint, and Outlook
- Grade 12 Diploma supplemented by secretarial or office procedures courses
- flexibility and willingness to accept assignments on short notice
- excellent interpersonal and communication skills
- ability to lift/move 30-pound boxes on an occasional basis.

Please submit cover letter, résumé, and references, not later than 5:00 p.m. on January 27, 2020, to the Human Resources Department, BC Teachers' Federation, 100–550 West 6th Avenue, Vancouver, BC, V5Z 4P2, or by email at [postings@bctf.ca](mailto:postings@bctf.ca) quoting Job Posting JPCAS-2020-01 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.*