



North Vancouver
Teachers' Association

JOB POSTING

Office Assistant

The **North Vancouver Teachers' Association** requires an Office Manager Assistant to work two days a week (14 hours). Days to be negotiated. The NVTA office is closed during winter, spring and summer breaks.

The successful applicant must:

- Possess proficiency in word processing and data entry using Word and Excel, email management, familiarity with Mac computers, the ability to work independently and with others in a team environment and possess excellent inter-personal skills.
- Be willing and able to perform a variety of clerical and non-clerical duties under the supervision of the Elected Officers. These duties include, but are not limited to, word processing, filing, cheque writing, office reception, mailouts, meeting preparation, related office functions and errands, and support services to the NVTA Elected Officers.
- Be proficient or be willing to learn how to generate cheques for Professional Development reimbursement using Quicken software;
- Maintain confidentiality and exercise discretion;
- Be willing to become a member of the USW Local 2009 and abide by all the terms and conditions of the Collective Agreement.

Salary

Starting pay scale – \$26.41/hr (Category B) with room for advancement and increased hours.

Union Dues

USW initiation fee of \$211.28 (deducted from pay over four pay periods). Union dues, pension contributions, vacation and all other terms and conditions as per the LEG/LEU Collective Agreement.

CLOSING DATE: Friday, November 29, 2024

START DATE: Monday, January 6, 2024

Applicants may send their resume to the North Vancouver Teachers' Association at the address above, or email to office@nvta.ca.

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