Invites applications for the following position(s):

**COMPETITION NUMBER: 432**

**C.U.P.E. Local 3338 – Continuing Position**

**CLERK, GRADE 6**

**MEETING, EVENT AND CONFERENCE SERVICES – SFU VANCOUVER**

POSITION NUMBER: 118873

**POSITION OUTLINE:**

This position provides client support with respect to conference centre operations and servicing by preparing meeting rooms for client occupation, assisting clients with changes and additions to their on-site needs, drafting room set-up diagrams, and directing clients and client materials to and from the loading bay. The position plays a central role in greeting clients on-site and providing them with basic orientation to the facility. The position also provides primary support and assistance to the Client Service Coordinator(s) in the servicing of events in the facility. Performs other duties and responsibilities consistent with the job description and classification on request. Please note: This position is located at Harbour Centre, 515 West Hastings Street, Vancouver, BC. This is a part-time position working 36 hours bi-weekly. Days of work are Sunday to Thursday. Variable start times may be required.

**QUALIFICATIONS:**

- **High school graduation and general courses or training of moderate duration (one semester or equivalent) in word processing, database, and spreadsheet applications.**
- **1 year of related experience.**
- **45 wpm keyboarding skill with a high degree of accuracy.**
- **Ability to use word processing, database and spreadsheet applications (e.g., MS Word, FileMaker, Excel) at an intermediate level.**
- **Ability to use spatial drawing applications at a basic level.**
- **Excellent organizational skills.**
- **Excellent interpersonal, oral and written communication skills.**
- **Excellent customer service skills.**
- **Excellent analytical and problem-solving skills.**
- **Good spatial recognition abilities.**
- **Good knowledge of facility security methods and procedures.**
- **Basic knowledge of inventory control procedures.**
- **Ability to follow oral and written instructions precisely.**
- **Ability to work independently and meet deadlines.**
- **Ability to exercise mature judgment and initiative.**
- **Ability to work early mornings, evenings and weekends as required.**
- **Ability to work flexible and variable hours.**
- **Ability to lift and move packages, cartons/boxes and furniture weighing up to 25 kg.**
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**BI-WEEKLY SALARY:**

$758.34

**START DATE:**

ASAP

A detailed resume and cover letter quoting Competition #432 must be received in our office by 4:30 pm on August 8, 2016, addressed to the attention of Francesca Turrell, Human Resources Advisor. Please follow the application instructions at: http://www.sfu.ca/hr/prospective_employees/HowToApply.html.

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

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**The University is committed to the principle of equity in employment**

A more detailed job description may be obtained at www.sfu.ca/jobpostings