Invites applications for the following position(s):

**COMPETITION NUMBER: 440**

C.U.P.E. Local 3338 – Temporary Position

**CLERK, GRADE 6**

**FACILITIES – CUSTOMER SERVICES**

**POSITION NUMBER: 1316**

**POSITION OUTLINE:**
Supports the effective and efficient delivery of facilities-related services to customers in SFU departments and offices at the Burnaby campus. Responds to requests for routine, non-routine, and emergency services received by the Facilities Service Desk, through the departmental website, or by a Project Initiation Form. Identifies and dispatches appropriate trades people to respond to service requests. Ensures all service requests are accurately entered in the TMA Computerized Maintenance Management System (CMMS). Maintains up-to-date Work Orders and Project files. Processes invoices and all data received pertaining to work billing. Generates and distributes end-of-period reports. Provides back-up to the Administrative Office including the Facilities Service Payroll Desk during periods of staffing absences and work overload. Performs other duties and responsibilities consistent with the job description and classification on request.

**QUALIFICATIONS:**
- **High-school graduation and one year of post-secondary education including courses in word processing, spreadsheet, and computerized maintenance management applications; bookkeeping; and office procedures.**
- **3 years of related experience.**
- 55 wpm keyboarding skill with a high degree of accuracy.
- Good knowledge of bookkeeping principles and practices.
- Basic knowledge of payroll principles and practices.
- Good knowledge of standard office practices, methods and procedures.
- Ability to use computerized maintenance management systems and spreadsheet applications (e.g., CMMS, Excel) at an intermediate level.
- Ability to set priorities and meet deadlines.
- Ability to exercise mature judgment and initiative while working in a fast-paced work environment.
- Ability to evaluate and follow oral and written instructions while working with a wide range of constituents in a diverse work community.
- Ability to assign and check the work of temporary clerical employees.
- Ability to work as a member of a team.
- Excellent verbal and interpersonal communication skills.
- Excellent organizational skills.
- Excellent mathematical skills including addition, subtraction, multiplication, division, and calculation of percentages.
- Excellent attention to detail.
- Good analytical and practical problem-solving skills.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**HOURLY SALARY:** $21.45

**START DATE:** ASAP

**POSITION END DATE:** September 25, 2017

A detailed resume and cover letter quoting Competition #440 must be received in our office by 4:30 pm on July 26, 2017, addressed to the attention of Bela Barros, 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.

The University is committed to the principle of equity in employment. A more detailed job description may be obtained at www.sfu.ca/jobpostings.