Invites applications for the following position(s):

COMPETITION NUMBER: 593

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

CLERK, GRADE 7

BEEDIE SCHOOL OF BUSINESS – UNDERGRADUATE PROGRAMS

POSITION NUMBER: 122005

POSITION OUTLINE:
Provides technical, administrative, and secretarial support to the Director and Coordinator in the Beedie School of Business, Undergraduate Programs. Provides technical assistance for specific processes that are necessary for data analysis and reporting, carried out by the Director and Coordinator, such as data collection, validation and categorization. Provides administrative support, including maintaining the petty cash fund; maintaining websites; and processing purchase orders and payments for invoices related to the purchase of marketing materials, equipment and supplies. Provides secretarial assistance, such as proof reading; drafting correspondence; editing reports; and formatting tables and graphs according to departmental standards. 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 or formal program equivalent with courses or workplace training in statistics, word processing, spreadsheet, database applications and office procedures.
- 2 years of related experience.
- Excellent knowledge of English grammar, spelling, punctuation, filing and office routines.
- Good knowledge of standard office procedures and protocols.
- Excellent client service and interpersonal skills.
- Excellent attention to detail.
- Good analytical reasoning, problem-solving and organizational skills.
- Good communication (verbal and written) skills.
- Ability to use word processing, presentation, and database applications (e.g., Word, PowerPoint, FileMaker) and data visualization tools (e.g., Tableau) at an intermediate level.
- Ability to use spreadsheet applications (e.g., Microsoft Excel) at an advanced level (e.g., using "if" statements, vlookup, creating pivot tables).
- Ability to use statistical software applications (e.g., SAS) at an intermediate level.
- Ability to use enterprise-level information systems (e.g., PeopleSoft, SAP or equivalent) at an intermediate level.
- Ability to compile and collate data from a variety of sources, and determine if data is statistically significant.
- Ability to perform arithmetic and percentage calculations with a high degree of accuracy.
- Ability to maintain records with a high degree of accuracy.
- Ability to handle confidential material and information with discretion.
- Ability to exercise mature judgment and initiative.
- Ability to track and monitor budgets.
- Ability to work occasional overtime to meet deadlines.
- Ability to lift, move, or carry supplies and file boxes weighing up to 12 kg.
- Ability to arrange suitable transportation for travel to work at other SFU campuses (e.g., Burnaby, Surrey).
- An equivalent combination of formal education, certificate/program of study and experience is acceptable.

STARTING SALARY: $1,599.46 (BI-WEEKLY RATE: $1,599.46, ANNUAL RATE: $41,728.79)

START DATE: ASAP

A detailed resume and cover letter quoting Competition #593 must be received in our office by 4:30 pm on October 11, 2017, 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.

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