Invites applications for the following position(s):

COMPETITION NUMBER: 597
C.U.P.E. Local 3338 – Continuing Position
CLERK, GRADE 6
FACILITIES MANAGEMENT – SURREY
POSITION NUMBER: 99164

POSITION OUTLINE:
Provides support and assistance to the Facilities Coordinator with room and event setups, mail room duties, and monitoring and maintaining the facilities at the Surrey campus. Arranges table and chair configurations; receives and delivers mail and commodities; investigates building maintenance problems; inspects campus areas and reports deficiencies; organizes the inventory of campus assets; and liaises with internal and external contractors. Performs Occupational First Aid (level 2) if necessary. Performs other duties and responsibilities consistent with the job description and classification on request. Please note: This position is located at Central City, Surrey, BC. Days/hours of work are Thursday, Friday, Saturday and Monday 1:30 pm – 9:00 pm; Sunday 9:00 am – 4:30 pm.

QUALIFICATIONS:
• **High school graduation and general courses or training of moderate duration (one semester or equivalent) in word processing, database, spreadsheet applications.
• **2 years of related experience.
• 40 words per minute keyboarding skill with a high degree of accuracy.
• Good knowledge of standard shipping/receiving procedures, inventory and security methods and controls.
• Good knowledge of postal regulations and the ability to apply rate changes as required.
• Good knowledge of standard record keeping and filing procedures.
• Good knowledge of standard warehouse equipment operation.
• Good organization skills.
• Good communication (oral and written) skills.
• Ability to obtain and successfully re-certify Occupational First Aid (OFA) Level 2 certification.
• Ability to obtain Transportation of Dangerous Goods (TDG) certification.
• Ability to use word processing, database, spreadsheet, and email applications (e.g., MS Office, Outlook, FileMaker Pro, SFU Connect) at a basic level.
• Ability to complete schematic diagrams of office furnishings/layout to ensure that the most efficient room set-up is achieved.
• Ability to follow oral and written instructions.
• Ability to lift or move packages, cartons/boxes, and furniture weighing up to 40 kg.
• Possession of a valid British Columbia driver’s license.
• Ability to work flexible hours as required, including early mornings, evenings, and weekends.
• Ability to backfill shifts for other departmental employees during vacation and/or extended absences.
• Ability to work from, and access heights of up to 10 feet from staging, ladders and man-lifts.
• **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

STARTING SALARY: $1,501.84  (BI-WEEKLY RATE: $1,501.84, ANNUAL RATE: $39,181.95)
START DATE: ASAP

A detailed resume and cover letter quoting Competition #597 must be received in our office by 4:30 pm on October 10, 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