Invites applications for the following position(s):

**COMPETITION NUMBER:** 755

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

**CLERK, GRADE 6**

**FACILITIES SERVICES – SFU VANCOUVER**

**POSITION NUMBER:** 111428

**POSITION OUTLINE:**
Provides mail room, custodial, asset inventory control, and room set-up services to departments at the SFU Vancouver Campus. Performs Occupational First Aid – Level 2 as required. Arranges table and chair configurations by referring to booking request forms. Ensures accurate and timely delivery of furniture and equipment. Greets clients and provides basic orientation to the facility. Maintains records of all University-owned assets. Liaises with internal and external contractors as required. 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.** Days and hours of work are Monday and Thursday from 3:00 pm to 11:00 pm; Tuesday and Wednesday from 4:00 pm to 12:00 am; Sunday from 10:00 am to 6:00 pm.

**QUALIFICATIONS:**
- High school graduation and general course or training of moderate duration (one semester or equivalent) in word processing, database, spreadsheet applications.
- Occupational First Aid Level 2 (OFA Level 2) Certification.
- 2 years of related experience.
- 40 words per minute keyboarding skill, with a high degree of accuracy.
- Ability to use word processing, database, spreadsheet, communication, and e-mail applications (e.g., Word, Filemaker, Excel, EBMS, SFU-Connect) at a basic level.
- Ability to successfully re-certify Occupational First Aid Level 2 (OFA Level 2) every two years.
- Ability to follow oral and written instructions.
- Ability to complete schematic diagrams of office furnishings/layout to ensure that the most efficient room set-up is achieved.
- Good knowledge of standard shipping/receiving procedures, inventory and security methods and controls.
- Good knowledge of postal regulations and ability to apply rate changes as required.
- Knowledge of standard warehouse equipment operation.
- Good organizational skills.
- Good knowledge of standard record keeping and filing procedures.
- Good written and verbal communication skills.
- Ability to work early morning, evening, and mid-night (graveyard) shifts when required.
- Ability to work weekends when required.
- Ability to backfill shifts for other departmental employees during vacation and/or extended absences.
- Ability to lift or move packages, cartons/boxes and furniture weighing up to 40 kg.
- Ability to work from and access heights over 5 feet from staging, ladders and man-lifts.
- Knowledge of standard warehouse equipment operation.
- Good organizational skills.
- Good knowledge of standard record keeping and filing procedures.
- Good written and verbal communication skills.
- Ability to work early morning, evening, and mid-night (graveyard) shifts when required.
- Ability to work weekends when required.
- Ability to backfill shifts for other departmental employees during vacation and/or extended absences.
- Ability to lift or move packages, cartons/boxes and furniture weighing up to 40 kg.
- Ability to work from and access heights over 5 feet from staging, ladders and man-lifts.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**HOURLY SALARY:** $21.45

**START DATE:** January 28, 2018

**POSITION END DATE:** October 28, 2018

A detailed resume and cover letter quoting **Competition #755** must be received in our office by **4:30 pm on January 2, 2018**, 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](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](http://www.sfu.ca/jobpostings).