Invites applications for the following position(s):

COMPETITION NUMBER: 264
C.U.P.E. Local 3338 – Continuing Position
CLERK, GRADE 6
MEETING, EVENT AND CONFERENCE SERVICES
POSITION NUMBER: 118873

POSITION OUTLINE:
Provides client service and clerical support for Meeting, Events and Conference Services (MECS). Prepares meeting rooms for client occupation; assists clients with changes and additions to their on-site needs; drafts room set-up diagrams; and directs clients and client materials to and from campus loading bays. Plays a central role in greeting clients on-site and providing basic orientation to the campus. Liaises with Facilities Services, IT Services, catering, security and other campus service providers and monitors and troubleshoots all operational problems that occur in the successful running of an event. Provides primary support and assistance to Event Planners and Managers in the servicing of events on campus. Performs other duties and responsibilities consistent with the job description and classification on request. Please note: This is a part-time position working 36 hours bi-weekly. This position is located at Harbour Centre, 515 West Hastings Street, Vancouver, BC.

QUALIFICATIONS:
- **2 years of related experience.
- 45 wpm keyboarding with a high degree of accuracy.
- Good knowledge of facility security methods and procedures.
- Basic knowledge of inventory control procedures.
- Good spatial recognition abilities.
- Excellent customer service skills.
- Excellent attention to detail.
- Excellent organizational and multitasking skills.
- Excellent interpersonal, oral and written communication skills.
- Excellent analytical and problem-solving skills.
- Ability to work independently and meet deadlines.
- Ability to follow oral and written instructions precisely.
- Ability to exercise mature judgement and initiative.
- Ability to use word processing, database, spreadsheet and scheduling applications (e.g., MS Word, Excel, Ungerboeck) at an intermediate level.
- Ability to use spatial drawing applications at a basic level (e.g., Visio).
- Ability to work flexible and variable hours, including early mornings, evening and weekends as required.
- Ability to work at all campuses (i.e., Vancouver, Burnaby, Surrey) and off campus locations as required.
- 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.

STARTING SALARY: $787.04 (BI-WEEKLY RATE: $787.04, ANNUAL RATE: $20,533.51)
START DATE: ASAP

A detailed resume and cover letter quoting Competition #264 must be received in our office by 4:30 pm on May 2, 2018, addressed to the attention of Monica Swanson, 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