



Clerk Typist III

Location: Clarenville Campus
Job Opening ID: 9374
Full-time, Temporary
Commencing: As soon as possible
Deadline to Apply: July 12, 2018

PUBLIC POSTING

DUTIES: The Clerk Typist III is responsible for providing clerical support to Student Services Department and the Campus Director and is often a first point of contact for inquiries at College of the North Atlantic's Clarenville Campus. The position's primary responsibilities include coordinating meetings, booking resources, drafting various documents including meeting minutes, processing and submitting student documents, answering telephone inquiries, services to both internal and external contacts of the College, completing purchase requisitions, maintaining office records and an inventory of supplies, preparing work orders, data entry into PeopleSoft, mail distribution, photocopying, faxing, and other related clerical duties as required. Also coordinates administrative duties for major activities like Career Fair, College Day, Graduation and Peer Tutoring and Awards Programs.

QUALIFICATIONS: Candidates must have knowledge of general administrative support functions including records management and must be proficient with computer applications (Microsoft Office). Knowledge of and experience using PeopleSoft is an asset. A demonstrated commitment to client service, specifically faculty, staff, students and external contacts is required. Candidates must have strong oral and written communication skills with exceptional organizational skills and the ability to respond effectively to multiple and changing priorities. Candidates must be able to work independently with limited supervision while also demonstrating professionalism and excellent interpersonal skills. These qualifications would normally be acquired through the successful completion of an Office Administration Diploma supplemented by recent and progressive experience in a similar administrative support role. Preference will be given to those applicants with experience in a Post-Secondary Education Institution. Equivalencies may be considered.

SALARY: CG-E26 - \$40,458.60 to \$44,790.20 per annum. This is a Support Staff/Unionized (NAPE) Position.

College of the North Atlantic is an Equal Opportunity Employer.

The successful candidate will be required to provide a recent Certificate of Conduct.

Please apply on line complete with resume at www.cna.nl.ca. Names of three professional references will be required as part of the interview process.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications.

Failure to do so may result in a candidate being screened out of the competition.

For questions regarding this job opening, please contact Sergio Deleon, Human Resources Consultant at sergio.deleon@cna.nl.ca or by phone at (709) 758-7229.