



## **Clerk Typist III (Casual Employment)**

Location: Burin Campus

Job Opening ID: 10397

On Demand, Temporary

Commencing: As soon as possible until March 31, 2020

Deadline to Apply: Open until filled

### **PUBLIC POSTING**

**DUTIES:** The Clerk Typist III is responsible for providing clerical support to College of the North Atlantic's Burin Campus. The position's primary responsibilities will include coordinating meetings, drafting various documents, answering telephone inquiries, providing front desk coverage and services to both internal and external contacts of the College, completing purchase requisitions, assisting students with the application process, maintaining office records, preparing information packages, placing orders for office supplies, providing admissions support, collecting fees, managing petty cash, data entry, photocopying, faxing, completing all student services required for Customized and Continuous Learning offerings, and other related clerical duties. This position is included in the bargaining unit (NAPE, Support Staff). Please note this position is casual in nature, candidates must be available on short notice. There is no guarantee of hours on a week by week basis.

**QUALIFICATIONS:** Candidates must have knowledge of general administrative/clerical support functions including records management and must be proficient with computer applications and software packages (Microsoft Office). Knowledge of and experience using PeopleSoft is preferred. Knowledge of Customized and Continuous Learning processes is a definite asset. A demonstrated commitment to client service, specifically faculty, staff, students and external contacts of the college 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. The ability to utilize sound judgement and make decisions in order to resolve problems as they arise is also essential in this role. These qualifications would normally be acquired through the successful completion of an Office Administration Diploma supplemented by recent and relevant experience in a similar role providing administrative support. An equivalent combination of education and experience may be considered.

**SALARY:** CG-E26 - \$22.23 - \$24.61 per hour

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 online complete with resume at [www.cna.nl.ca](http://www.cna.nl.ca). Proof of credentials and names of three professional references, including a current supervisor reference, 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](mailto:sergio.deleon@cna.nl.ca) or by phone at (709) 758-7229.