



# First-Casual Administrative Assistant

**Posted by:** School District #75 (Mission)

**Location:** Mission

**Salary:** \$\$30.45 Per Hour

**Job ID:** YJ1978078

**Posting Date:** 24-Feb-2026

**Expiry Date:** 23-Aug-2026

**Education:** Grade 12 plus post-secondary education in office

**Language:** English

**Vacancies:** 3

**Experience:** 1 year

**Job Type:** Part Time

## Job Description

**Location**

# Land Acknowledgement

The Mission Public School District sits on the traditional and unceded lands of the **Stó:lo people** (specifically the Leq'á:mel, Semá:th, Máthxwi, Sq'éwlets, and Qwó:lt'l'el First Nations). They have cared for this land forever. **Halq'eméylem** is the local Indigenous language, which is deeply rooted in this specific area and its history.

## The Opportunity

- **Job Title:** Casual Administrative Assistant 1
- **Pay:** \$30.45 per hour
- **The Vibe:** Mission is a "medium-sized" district. It's big enough to offer great programs but small enough that you can actually get to know your students and coworkers.

## Job Summary

You will handle various secretarial tasks in an elementary school office. The job involves:

- Managing a mix of simple and complex tasks.
- **Multitasking:** You must be able to stay focused even when people interrupt you.
- **Judgment:** You'll need to make some independent decisions based on school rules, but you can always ask the Principal for help with difficult problems.

## Key Responsibilities

- **Support the Principal:** Manage their calendar, handle private emails/letters, and assist with confidential work.
- **General Office Work:** Answer phones, greet visitors, file paperwork, and handle mail.
- **Data Entry:** Use school software to track student attendance, registrations, and medical alerts.
- **Document Creation:** Type up newsletters, report cards, and school handbooks.
- **Money Management:** Handle basic bookkeeping, deposit cash, and manage the school's "petty cash" (small expenses).
- **Supplies & Maintenance:** Order school supplies and request building repairs.
- **Student Care:** Provide basic first aid (like Band-Aids) and call parents if a child is hurt.

## Requirements (Qualifications)

- **Education:** High school diploma plus office administration training.
- **Experience:** 6 months to 1 year of office experience.
- **Skills:** \* Typing speed of **45 words per minute**.

- Proficient in Microsoft Office (Word, Excel).
  - Good at math, grammar, and organizing a busy schedule.
  - Friendly and professional when talking to parents and staff.
- **Background Check:** You must pass a Criminal Record Check (Vulnerable Sector).

## How to Apply

You need to submit:

1. A **Cover Letter**.
  2. A **Resume**.
  3. Copies of your **Diplomas or Certificates**.
  4. Contact info for **3 professional references** (they won't call them without telling you first).
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