ABORIGNAL JOBS IN CANADA

First-Casual Administrative Assistant

Posted by School District #75 (Mission)

Posting Date : 24-Feb-2026

Closing Date : 23-Aug-2026

Location : Mission

Salary : $$30.45 Per Hour

Job Requirements

- **Education**: Grade 12 plus post-secondary education in office
- **Language**: English
- **Years of Experience**: 1 year
- **Vacancy**: 3
- **Job Type**: Part Time
- **Job id**: ABOJ4299896

Job Description:

Location

Mission, BC V2V 1S5

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:ltl'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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