



## Employment Opportunity

# TRANSPORTATION ADMINISTRATIVE CLERK

Reference No. QSL-TRANS-ADMCLERK-0219

### **Purpose:**

Reporting to the Transportation Supervisor, the Transportation Administrative Clerk is required to ensure safe transportation of students to and from school as outlined in the Quwutsun Syuw'entst Lelum Transportation policies and procedures guidelines, as well as providing administrative support as outlined below. This is a full time term position (35-hours per week) for the remainder of the 2018/2019 school year and the 2019-20 school year. This is a one year term position with the possibility of leading to full time

### **Responsibilities:**

- Assist with general administrative duties including but not limited to bus scheduling, preparing correspondence and reports, student applications and filing
- Manage multi-line phone system
- Assist School Bus Driver's with driving sheets and use of the two-way radio
- Enforce bus safety rules and standards
- Uphold the Organization's core values of safety, service and respect at all times
- Resolve conflicts between students in a positive, respectful and proactive manner
- Provide a superior level of customer service
- Read and interpret maps as required
- Observe and remove potential hazards to ensure a healthy and safe environment
- Other related duties may be assigned as required

### **Required Education and Experience:** *(Please attach all corresponding documents)*

- Grade-12 graduate or equivalent
- Knowledge of Microsoft Office
- Minimum one-year administrative experience
- Valid Level 1 First Aid Training
- Valid Unrestricted Class 5 BC Driver's license with a reliable vehicle and Clean Drivers Abstract
- Criminal Record Check (C.R.C) required

### **Required Skills, Knowledge and Abilities:**

- Excellent problem solving and negotiating skills
- Well-developed organization and teamwork skills
- Well-developed written, oral and interpersonal skills
- Knowledge of Cowichan culture, customs, and traditions

**Please refer to Reference No. QSL TRANS-ADMCLERK-0219**  
**When submitting cover letter, resume, and three references to:**

**OFFICE:** Human Resources Department, Cowichan Tribes  
5760 Allenby Road, Duncan, BC, V9L 5J1

**EMAIL:** [resume@cowichantribes.com](mailto:resume@cowichantribes.com)

**WEBSITE:** <http://www.cowichantribes.com>

**DEADLINE: 4:00 p.m. Thursday February 28, 2019**