

BRITISH COLUMBIA
LABOUR RELATIONS BOARD

JOB POSTING

POSITION: WORD PROCESSOR OPERATOR - LRB1

LOCATION: REGISTRY

SALARY RANGE: As per the Collective Agreement

DUTIES: The successful applicant is expected to perform word processing and clerical duties associated with applications made to the Board under various Sections of the Code.

Other related duties which includes relief for Mail Clerk and reception.

QUALIFICATIONS: Ability to perform detailed and accurate data entry work.

Minimum keyboard speed of 55 words per minute.

Experience with word-processing (Microsoft Word preferred).

Ability to effectively communicate in person and by telephone.

Good interpersonal/team skills.

Applications in the form of a letter and current resume should be directed to Allison Matacheskie, Registrar by email to Jayne.ottens@lrb.bc.ca or by mail to the address below.