



**ST. JAMES-ASSINIBOIA
SCHOOL DIVISION**

NON-TEACHING VACANCY

INSTRUCTIONS:

Application/Transfer forms are available on the School Division website at www.sjasd.ca

A separate application is to be submitted for each job vacancy.

NOTE: Applicants should consider the position filled if they have not been contacted within one month from the closing date shown on the posting.

Job Vacancy #	055
Application Deadline	April 18, 2024
Employee Group	CUPE - TERM
Classification	Courier - (52.5%, 7 hours per day - 10 Mos)
Location	Maintenance Complex
Hours of Work	Monday/Wednesday/Friday (8:00 a.m. to 4:00 p.m.)
Wage or Salary	\$22.70 per hour
Start Date	ASAP
Probation Period	6 Months (Internal Staff - 3 Month Trial Period)

****TEMPORARY POSITION TO APPROXIMATELY APRIL 26, 2024****

DUTIES:

As described in School Division Policy no. AP4-5 (Courier Job Description).

QUALIFICATIONS:

- Minimum 1 year related experience.
- High School Diploma preferred.
- Must have and maintain a valid Class 5 Manitoba Driver’s License and a clear driving record.
- Ability to understand and follow oral and written instructions.
- Ability to communicate and work effectively with all Division staff, special interest groups and local businesses.
- Ability to work under time pressures.
- Ability to prioritize work assignments and plan schedules.
- Ability to work without direct supervision.
- Physically able to perform assigned duties including lifting objects in excess of 25 kgs.

PLEASE COMPLETE DIVISION APPLICATION/TRANSFER FORM WHEN APPLYING FOR A POSITION.

APPLY TO:

Human Resources, MANTE
Email: cupepostings@sjasd.ca

The St. James-Assiniboia School Division is proud to employ staff who represent the diverse community it serves and is committed to providing an inclusive and barrier free work environment. If you need to be accommodated during any phase of the hiring process, please contact Human Resources to request special accommodation. All information received relating to accommodation will be kept confidential.

April 12, 2024