SAANICH TEACHERS' ASSOCIATION

202 - 6981 East Saanich Road
Victoria, BC V8Z 5Z2
saanichteachers.com
(778) 426-1426

POSTING:
Category A Office Support Staff - Casual/On-Call Office Assistant

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The Saanich Teachers' Association requires an office assistant to work on a casual/on-call basis.

Date Posted:	December 1, 2025
Closing Date:	December 5, 2025 4:00 pm
For:	Local Employers' Group (LEG)
Start Date:	Immediately as coverage necessitates
Salary:	$23.90/hour, plus 6% in lieu of benefits as per the Collective Agreement

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The successful applicant must:

- Have excellent interpersonal skills
- Be willing and able to perform a variety of clerical and non-clerical duties in accordance with the Task List (A) Casual/On-Call Office Assistant, under the supervision of the Office Administrator and Elected Officers. These duties include, but are not limited to: word processing, bookkeeping, accounting, payroll, filing, office reception, mail outs, meeting preparation, related office functions, errands, etc.
- Possess proficiency in a full range of Microsoft Office applications, Google Suite, and a PC environment
- Maintain strict confidentiality and exercise discretion
- Be flexible and able to adapt to changing work schedules
- Be willing to become a member of the LEU-USW Local 2009 and abide by all terms and conditions of the Collective Agreement

Qualifications:

- Office Administration Certificate and 2 years' related experience (or combination of training and experience)

Submit applications to:

Shannon Toronitz, President
Saanich Teachers' Association
#202 – 6981 East Saanich Road
Victoria, BC V8Z 5Z2
Email: lp63@bctf.ca