

Print Shop Operator

Pacific Christian School

JOB DESCRIPTION

The Print Shop provides printing, copying and other related services to the entire school from Pre-School to Grade 12 and is currently open from 8 a.m. to 1 p.m.

REQUIRED SKILLS and EXPERIENCE

- familiarity with Microsoft Office and Google Workspace for Education (suite of Google Docs, Google Drive and others)
- ability to multi-task and to prioritize jobs with a view to meeting time requirements.
- ability to order various supplies for the print shop.
- ability to use a scanner and learn to use a binder to produce booklets for classroom use.
- Ability to lift 50 lbs. (22.68 kg) when receiving and storing paper orders.
- an active Christian faith that shapes their life.
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TERMS OF EMPLOYMENT

- This posting is for a one-year position, with the possibility of extension.
- Start date: August 28, 2023
- End date: last week in June
- Pay is dependent on experience but will be based on the PCS office assistant scale.
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TO APPLY PLEASE FORWARD THE FOLLOWING:

- résumé
- cover letter

Application materials can be emailed to Darren Lewis (Superintendent) at Darren.lewis@pacificchristian.ca This posting will remain open until filled, but priority consideration will be given to applications received by May 31