



PERMANENT POSITION (Internal and External)

Internal Candidates: Please submit **letter of interest and resume** in confidence to Rhianna Hayes, 101-749 Pandora Avenue, Victoria, BC V8W 1N9 or email hire@coolaid.org by 4:00pm on Monday, January 14th, 2019.

Please Note: *An interview score list will be established from this posting that will be used for future postings. Those that have previous interview scores from 2018 can use that score by indicating this in their email.*

External Candidates: Please complete the online **Application for Employment form** found here <https://CoolAid.org/apply> by 4:00pm Monday January 14, 2019.

Job Title: Scheduler	Vacancy Status: Part Time
Program: Residential Services	Work Location: Rock Bay Landing
Start Date: Immediately	End Date: N/A
Hours of Work: 24 hours per week	Work Days: Sunday, Monday

Shift Time: 7:00am-7:00pm

Hourly Wage Rate: \$20.55-\$23.94

NOTE: On February 1, 2019 there will be a 1.75% wage increase with an additional increase April 1, 2019

Benefits: Eligible for 100% employer paid benefits. We offer **comprehensive extended health and dental plans** and provide frequent training opportunities.

Union: BCGEU

Job Summary

The Scheduler is responsible for the timely coordination of shift schedules, call-outs, vacation and sick replacements, entering and reviewing payroll timesheets. The incumbent will provide timely coordination and monitoring of shift schedules, call-outs, absenteeism, vacation and sick replacements using the collective agreement and the accurate entering and reviewing of payroll data. This position also compiles, tracks, and reports on various staff and client statistical data.

Qualifications

Minimum of two (2) years related payroll, administrative, and reporting experience. Required to have an intermediate level of experience in Word, Excel, and other database related software. Business and Administration degree/certificate preferred. Knowledge and experience working in web-based payroll software an asset.