POSITION: Invigilator (IELTS)

DEPARTMENT: Employment and Language Department

POSITION FUNCTION:
This position is responsible for executing and securing IELTS Tests to IELTS standards. Invigilation of secured tests will be at the MOSAIC IELTS Testing Centre in Surrey. Training provided to suitable candidates. IELTS tests are conducted on Saturdays.

QUALIFICATIONS:
- High school completion
- Good organizational and communication skills
- Experience maintaining office procedures and managing sensitive documents
- Tactful, flexible, able to multi-task
- Able to use initiative and common sense to make decisions in the absence of supervision

HOURS: On call, Saturdays

STARTING PAY: $17.91

HIRING PROCESS: To apply for this position send your resume and a filled application form to the address below, expressing interest in the role.

Subject Line: “Your Name - IELTS Invigilator”
Email: ielts@mosaicbc.org

DEADLINE: On-going until positions are filled.

NOTE: Only those selected for an interview will be contacted.
Posting Date: October 24, 2019

*MOSAIC is committed to promoting equal employment opportunities for all members of the community*