

## **Registration Centre Employment Opportunities (full-time, downtown Edmonton) CA School of Business (CASB)**

Be part of a team of dedicated individuals committed to developing, delivering and supporting CASB's innovative competency based, distributed learning program. CASB provides professional education to over 3500 aspiring CAs in Western Canada. The work environment is deadline-oriented and dynamic. Steadily increasing student enrollment numbers and expanded technology have led to the need to increase our staff.

We are currently seeking two experienced candidates to work in the Registration Centre in Edmonton who have the following skills:

- ✓ Detail Orientation
- ✓ Superior Organization
- ✓ Problem Solving
- ✓ Able to work to deadlines
- ✓ Oral and Written Communication
- ✓ Strong leadership and interpersonal skills

The successful candidate must be able to multi-task and work with limited supervision, and be proficient in Word and Excel. Experience in Student Registration and/or Logistics is preferred, a minimum of three years experience in a related field is required.

The CASB team – committed permanent staff and contractors – is dedicated to continuous improvement and to maintaining a positive balance between work and personal life

CASB provides competitive and comprehensive benefits package.

If you are interested in these opportunities, please submit a resume with salary expectations to the following confidential email [hr@casb.com](mailto:hr@casb.com).

If you wish to learn more about CASB log on to our website at [www.casb.com](http://www.casb.com).

The competition will remain open until suitable candidates are selected. CASB thanks all interested individuals for applying, however, only those selected for interviews will be contacted.