



# St. Thomas More Collegiate

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## Asset and Inventory Office Position - Canada Summer Grant 2026

**Start Date – May 19, 2026 (for 8 weeks)**

St. Thomas More Collegiate (“STMC”), a progressive co-ed Blessed Edmund Rice Christian Brother Catholic Independent high school in Burnaby, B.C., is seeking an Asset and Inventory Office Position for 8 weeks under the Canada Summer Grant initiative.

### Job Responsibilities:

#### Reception Duties:

- Assisting in capturing data for all assets/inventory, including equipment.
- Compiling the data on computerized system.
- Monitoring inventory levels as equipment and stock are issued, transferred within the school using computerized inventory systems.
- Reconciling physical inventories with computer counts for insurance purposes.
- Recommending systems that will enable the school to monitor the assets/inventory on an ongoing basis for insurance purposes.

#### Other Duties:

- Maintaining a high degree of discretion, objectivity and confidentiality.
- Performing other duties as related or assigned by the Head of School, Principal, Vice Principals, and Director of Business Operations.

#### Competencies:

- Completion of post-secondary education (degree, diploma, certificate required)
- 3-5 years previous administrative and computerized systems experience preferred.
- Welcoming, approachable demeanor and professional appearance.
- Strong organizational and time management skills, productive and efficient.
- Excellent problem solving abilities takes initiative and is proactive.
- Flexible, ability to adapt well to change and prioritize and multi-task in a fast-paced environment
- High level of professionalism and punctuality, with an ability to work effectively with minimal supervision.
- Excellent written and oral communication skills.
- Strong interpersonal skills and collaborative working style.
- Proven ability to exercise tact, discretion, objectivity and good judgement when dealing with confidential and sensitive matters.
- A high level of attention to detail.



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- Computer Literacy: previous contact management/database experience is an asset, quick learner of new and various types of software. Intermediate to advanced skills in Microsoft Office Suite (MS Word, Excel, PowerPoint) as well as proficiency with Google Docs, Forms and Sheets, Gmail and calendars.

## Reporting:

- The Position will report directly to the Director of Business Operations.

Questions relating to the specific position can be sent directly to STMC's Director of Business Operations, Susan Silveira via [susan.silveira@stmc.bc.ca](mailto:susan.silveira@stmc.bc.ca)

**\*\*\*Only those selected for interviews will be contacted\*\*\***

**Please send your resume and cover letter to by May 11, 2026.**

Susan Silveira, Director of Business Operations  
St. Thomas More Collegiate  
7450 12th Avenue, Burnaby, British Columbia, Canada V3N 2K1  
Phone: 604-521-1801 x 2112  
Fax: 604 520 0725  
Email: [susan.silveira@stmc.bc.ca](mailto:susan.silveira@stmc.bc.ca)

## **Notes:**

The position of St. Thomas More Collegiate is to hire, when available, qualified Catholic applicants who in addition to carrying out their professional responsibilities will exhibit conduct consistent with Catholic denominational standards and model espoused by Blessed Edmund Rice in their professional and personal life.