



# BUILD A CITY. BUILD A FUTURE.



## CLERK 2 – MAIL ROOM

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.

**Term (1 Year)**

### Scope

Legislative Services has an opportunity for the position of Clerk 2 in the Mail Room.

### Responsibilities

- Ensure compliance with the City of Surrey office mail program.
- Sort, check, and maintain office mail such as files, reports, invoices, office supplies, field sheets', cheques, bills, receipts and requisitions.
- Perform data collection and entry as well as preparing basic correspondence.
- Perform other related duties as required, including assisting in various records management projects.
- Responsible for managing incoming and outgoing Canada Post and inter-office mail for the City of Surrey.
- Prepare mail bundles for courier delivery to offsite offices, managing registered mail, managing newspaper distribution to departments, and operating the folder/insertor and postage machines.
- Record the daily number of incoming packages and shipments received.

### Qualifications

- Completion of Grade 12 supplemented by courses in word processing, office practices and PC office applications.
- Have a minimum of one years' experience and training in an office environment.
- Have an accurate typing speed of 45 WPM.
- Have the ability to prioritize and process a large volume of work and meet tight deadlines.
- Have the capability to lift 25 - 30lbs and regularly transport mail bins.
- Have the ability to communicate effectively orally and in writing, as well as understand and effectively carry out oral and written instruction.
- Have basic knowledge of filing, indexing methods and record keeping, computer office applications and have good keyboard skills.
- Have good interpersonal and public relation skills as well as perform clerical tasks according to department rules and procedures.
- Have the ability to forge positive work relationships with staff from a range of departments.

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## Conditions of Employment

- This position requires completion of a Police Information Check.
- Successful applicants must provide proof of qualifications.

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