

## ADMINISTRATIVE/CLERICAL POOL

### Auxiliary

#### About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

#### About You / What We Are Looking For

We are currently seeking flexible, self-motivated and highly-organized individuals to provide short term support and coverage in various departments on an as-needed basis. If you are an experienced administrative professional, are comfortable working in an auxiliary capacity and would like to apply your skills within a dynamic municipality, we would love to hear from you!

As a member of the clerical pool, you will have the opportunity to branch out and work in short term placements that range from on-call, part-time, and full time opportunities. These vacancies arise to cover situations such as vacation and employee leaves, high volume periods, and seasonal work calling for additional support. Primary responsibilities may include: front-line customer service, filing, data-entry, typing, responding to telephone/email inquiries, creating and maintaining manual and computer files and reports, and performing additional projects and assignments as required. Placements may vary from a few weeks to several months in duration and there may be breaks between assignments, therefore hours are not guaranteed.

Our ideal candidate(s) will possess strong communication skills and have a drive to provide exemplary customer service to both internal and external customers. The successful applicant must display sound judgment and be proactive and comfortable working with minimal supervision to support the needs of a busy department

#### Qualifications

- Successful completion of grade 12 education
- Minimum 3 years administrative and customer service experience
- Knowledge of office practices and procedures and experience operating standard office equipment
- Accurate typing and data entry speed
- Formal training and experience using Microsoft Office suite products, specifically Microsoft Word, Excel and Outlook
- BC Driver's License with a satisfactory driving record

#### Assets

- Previous experience with a centralized electronic document management system, Tempest, Maximo, Amanda, Cognos, Markview, and performing purchase orders would be considered an asset

#### What We Offer:

The City offers a competitive salary that will vary depending on the position covered, ranging from \$22.12 to \$29.13 per hour plus an additional 12% in lieu of benefits.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities.



Additionally, there is an opportunity to participate in an earned day off/flex day program. This position is based in Coquitlam with some flexible, hybrid work options available. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

#### **Accessibility / Equal Opportunity Employer**

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit [coquitlam.ca/edi](https://coquitlam.ca/edi) for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team by emailing [confidentialHR@coquitlam.ca](mailto:confidentialHR@coquitlam.ca) for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check (with no adverse reports).

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

**Please apply online at [www.coquitlam.ca/careers](https://www.coquitlam.ca/careers) by 11:55 pm on December 31, 2023.**

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*