

BUILD A CITY. BUILD A FUTURE.



*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*

Clerk 3, Housing & Social Development

Scope

As a Clerk 3 in the Housing & Social Development section of Community Services you will perform moderately complex and diversified clerical and customer service support work in various capacities. Work at this level will require independent judgment and initiative within defined guidelines.

Responsibilities

- First point of contact for visitors to section; performing reception duties such as greeting visitors, answering phones, and mail coordination
- Exceptional filing, record keeping, and data collection and entry skills
- Checks, balances, and maintains accounts and other records including P-Card reconciliation, processing invoices, timekeeping, and ordering supplies
- Schedule meetings and support by way of meeting minutes
- Provide project and event support through assembling meeting packages, agendas, and coordinating catering

Qualifications

A qualified applicant will have:

- Completion of Grade 12 supplemented by several courses in office administration or other related courses.
- Have two years of full-time experience in an office environment.
- Have an accurate typing speed of 40 WPM.
- An equivalent combination of relevant education and experience will be considered.

Nice to have:

- Have strong interpersonal and communication skills both orally and in writing
- Have considerable knowledge of current office practices, procedures and equipment operation.
- Have sound knowledge of city operations.
- Have the ability to follow routine procedures with minimum supervision.

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Successful applicants must provide proof of qualifications.

Employment Status

Union - CUPE Local 402 – Term (18 months)

Apply

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 5732

Other Information

Pay Steps	Hourly Rate
Step 1	\$30.12
Step 2 (6 months)	\$30.71
Step 3 (18 months)	\$31.53
Step 4 (30 months)	\$31.97

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