

Township of Langley

Job Title:	IT Support Clerk
Competition Number:	24-U039
Employment Type:	Regular Full-Time
Pay Rate:	\$29.48 - \$34.63 per hour (five steps, 2024 rates), plus benefits
Hours of Work:	Monday to Friday, 8:30am – 4:30am (based on 35 hours per week)
Competition Opening Date:	February 21, 2024
Competition Internal Closing Date:	February 29, 2024
Competition External Closing Date:	March 6, 2024

Job Overview

The Township of Langley is currently recruiting for a regular full-time **IT Support Clerk** to join our team of professionals in the Information Technology Division. Reporting to the Manager, IT Operations, in this unionized position you will provide a variety of clerical and support services as it relates to Information Technology. This position requires considerable initiative and excellent customer service.

Responsibilities

- Perform basic purchasing tasks related to IT hardware, software and services
- Receive, prepare and issues purchase orders, requisitions, invoices and contact suppliers for price, product and delivery details
- Assist in preparing and monitoring capital/operating budgets and related expenditures
- Prepare a variety of correspondence including reports, meeting agendas/minutes and related material
- Maintain and update hardware assets/software license databases and participate in audits
- Assist in drafting procedures and policies
- Perform related work as required

Qualifications

- Completion of Grade 12, plus considerable related clerical and general office experience, or an equivalent combination of training and experience
- Sound knowledge of the practices and procedures involved in the operations of a computer, peripheral equipment and software related to the work
- Sound knowledge of modern purchasing methods and procedures
- Ability to draft routine correspondence and format reports/documents, spreadsheets, forms and related material
- Ability to make routine decisions according to established policies and procedures
- Ability to establish and maintain effective working relationships with internal/external contacts and vendors

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full privilege) Driver's License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver. Factor Report will **not** be accepted.

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.