



CLERK 3 Regular Full Time

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 recruiting for a highly motivated and committed senior administrative professional to join the Business Services division in our Engineering and Public Works department as a Clerk 3. The Clerk 3 will apply their knowledge of Engineering and Public Works regulations, functions and policies and work to support a multi-disciplinary team on various aspects of customer service needs of the department.

This position will be responsible for providing customer service, collecting payments for engineering services, creating and assigning service requests, facilitating the review and approval of permits, and addressing a variety of departmental related issues with a wide range of customers. . Additionally, the Clerk 3 position is involved in various duties related to regulations, policies and bylaws related to Engineering and Public Works, as well as financial related aspects such as duties related to budgets, estimates, funding claims, business plans and division objectives. This position also coordinates communications with various internal and external stakeholders, with the ideal candidate having the ability to establish effective relationships with these groups as well as deal with public complaints in a professional manner.

Minimum Qualifications

The successful candidate for this position will have completed some post-secondary courses in business administration as well as in engineering or public works, or a related field.

Preferred Qualifications

Our ideal successful candidate will have a minimum of 3 to 5 years of customer service experience in a fast-paced and dynamic environment with the ability to multitask efficiently and possess excellent communication skills while exercising tact and diplomacy in a municipal government setting.

What We Offer:

This CUPE position has an hourly rate range of \$31.97 - \$37.56. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

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. 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 for more information.



If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team 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 by 11:55 pm on May 28, 2024.

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