



## INFORMATION CLERK – ANIMAL SHELTER

### Regular Part-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

Our Community Safety Department is currently recruiting for a regular part-time Information Clerk to join our administrative team at the Coquitlam Animal Shelter. If you are passionate about delivering exceptional customer service and are eager to showcase your skills while working in a busy, fun, and fast paced environment, this may be the job for you!

Reporting to the Customer Service Supervisor, the Information Clerk will play a pivotal role in assisting with general clerical duties within the Animal Shelter, including:

- Receiving and responding to bylaw complaints through email, in-person and on the phone;
- Accurately maintaining and updating departmental records, including our dog boarding service;
- Formatting and editing various reports and correspondence, creating complaint files, and;
- Researching and collecting information and statistics to assist department functions.

The successful incumbent must demonstrate effective time management skills, have a keen eye for detail, the ability to handle confidential and politically sensitive information with the upmost tact and diplomacy, and be able to effectively prioritize and deliver tasks on time. In addition, this incumbent will provide administrative support to more senior level staff at the Shelter. Proficiency in intermediate computer skills, including the use of the Microsoft Office suite, is a requirement for this position.

#### Minimum Qualifications

Candidates must possess at minimum 12<sup>th</sup> grade education.

#### Preferred Qualifications

Additional education in Office Administration supplemented by commercial course work, as well as previous experience working within a regulatory, public sector, or municipal environment would be considered an asset.



**What We Offer:**

This CUPE position has an hourly rate range of \$28.37 - \$33.23. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills. This regular part-time role is based on a 20 hour week, currently scheduled Thursday and Friday 1:00 – 9:00pm, and Saturday 9:00am – 5:00pm; these hours are subject to change according to operational needs.

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.

**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](http://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](http://www.coquitlam.ca/careers) by 11:55 pm on May 31, 2024.**

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