



The “Natural Place to live, work, play and invest”, the City of Pitt Meadows is a picturesque community of just over 18,000 residents, boasting a small town atmosphere with all the urban amenities, beautiful outdoor environment and a great quality of life, located just one hour east of downtown Vancouver.

CLERK - OPERATIONS (CUPE Part-time, Regular)

The City of Pitt Meadows is hiring a Clerk – Operations to provide administrative and clerical support to our Operations division located at the Public Works Yard. Reporting to the Clerk II and Manager of Operations, this position performs a variety of moderately complex tasks including report writing, purchase orders, minute recording, reviewing daily timesheets, and reconciling activity control records. They will also provide general reception support by receiving public requests and forwarding them accordingly. This position is supervised by the Clerk II but will exercise considerable independent judgement.

Regular working hours are 20hrs a week from Monday to Friday (4 hour days). Exact shift times to be determined.

Qualifications:

- Completion of the 12th school grade including or supplemented by courses related to the work plus considerable related experience; or an equivalent combination of training and experience.
- Ability to safely move boxes and light equipment.
- Ability to learn, retain and use terminology specific to the work, equipment and computer applications related to the work performed.
- Experience providing clerical support and performing reception duties.
- Familiarity with reconciling and tracking invoices and purchase orders.
- Excellent customer service and communication skills.
- Strong attention to detail.
- Experience working in a municipal environment is considered an asset.
- Valid Class 5 B.C. Driver’s License.

What We Offer:

- CUPE Pay Grade 16, Step 1 - \$30.56/hr + 10% in lieu
- Professional development opportunities
- Free gym membership
- Free employee parking
- An excellent opportunity to join a team dedicated to creating a vibrant, sustainable, complete, and livable community!

To apply and view a complete job description visit our [website](#).

Closing date: Sunday, July 7th, 2024 at 11:59pm

Qualified applicants are encouraged to apply immediately, as shortlisting may be conducted during the posting period.

The City of Pitt Meadows is an equal opportunity employer and welcomes applications from all qualified individuals. We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.

Please use the online application feature to submit an application. We encourage any applicant who requires individualized application support or accommodation with respect to the application or interview process to contact our Human Resources team at resumes@pittmeadows.ca or call us at 604-465-2436.