



BUILD A CITY. BUILD A FUTURE.



CLERK 3 – MUSEUM OF SURREY

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*

Scope

Museum of Surrey is a cultural facility with a mission to ignite imaginations and connect Surrey's diverse population and communities through participation, engagement, and stories in exhibitions, programs and events. We are a participatory museum with values of community, curiosity, engagement, connection, relevance and stewardship. We strive to be accessible to all communities and people.

Employment Status

Union - CUPE Local 402 – Regular Part-Time

Responsibilities

The regular part-time Clerk 3 position at Museum of Surrey will support a fast-paced team that serves the growing and diverse community of the City of Surrey. Work at this level requires independent judgment and initiative within defined guidelines. The Clerk 3 will be responsible for:

- Performing moderately complex and diversified clerical work in various capacities.
- Overseeing timekeeping and payroll, and maintaining accurate records, as well as providing service to the public in program registration, facility bookings and special events.
- Ordering office supplies orders, monthly statistics, bank deposits, and other various administrative duties.
- Annual, monthly and weekly statistics and reporting.
- Assisting the public with inquiries and complaints in a professional manner and with diplomacy.
- Gift shop sales and stocking, Front Desk assistance.
- Creating clerical and operational systems as needed and directed.
- Training and assisting junior staff when required.

Hours of work:

- 30 hours a week (Sunday to Thursday) from 9:00am – 4:00pm.

Qualifications

We're looking for an independent thinker who can take initiative within defined guidelines. Our ideal candidate is an excellent communicator with a focus on a customer service approach with internal and external clients. They have good knowledge of computer applications and keyboarding skills.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers



BUILD A CITY. BUILD A FUTURE.



They will also have:

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

Applicants under consideration will be required to consent to a Police Information Check/Vulnerable Sector Check.

Successful applicants must provide proof of qualifications.

Other Information

- Hourly Rate: \$30.12

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

Apply

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6002.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers

