



Position Title: Administrative Professional/Receptionist (Clerk Typist III)

Position Status: Full-Time Regular

Department: Regional Planning & Housing Services

Employee Group: Teamsters Local 31

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: PG T15 \$2,137.30 - \$2,510.68 bi-weekly

Our Regional Planning & Housing Services Department is seeking an Administrative Professional/Receptionist (Clerk Typist III) who will be a key member of our Administrative Team. This position is responsible for answering and directing phone calls from current and prospective tenants; assisting visitors to the office; and mail management, in addition to effectively and thoughtfully communicating with the public and with a variety of individuals in the Housing Department.

You are a positive, motivated team-player with exceptional verbal and written communication skills and excellent attention to detail. You have a proven ability to think critically while thoughtfully navigating difficult/challenging conversations. You're compassionate and empathetic, and are always willing to go the extra mile. You take pride in being a strong contributor to any team you're on and are looking to develop your skills and knowledge in order to make a difference in the not-for-profit housing sector.

This role:

- Performs complex clerical and typing duties for a superior and/or superior's subordinates; arranges appointments and meetings; schedules travel arrangements; screens callers; prepares routine correspondence; and supplies information to internal and external contacts.
- Plans, assigns and reviews the work of one or more subordinates engaged in a variety of tasks of some complexity.
- Types, edits, formats and finalizes a variety of material such as contract documents, reports, tabulations and statistical charts, drawings, construction billings, letters, memos, agendas and meeting minutes, forms and notices.
- Provides information and assistance to the public in person or over the telephone; handles a variety of inquiries regarding the functions, policies, procedures and activities of the Department or Division; handles requests for information, brochures, and other reports and publications often requiring judgment as to the type of information selected; and collects charges for materials sold.

- Records timesheet information onto payroll time reports; performs expenditure monitoring duties such as checking invoices, statements; and maintains office supplies.
- Performs some of the duties of superior during absence of same.
- Prepares procurement and tendering documents; verifies accounts and prepares summaries of accounts.
- Collects, organizes, prepares, maintains, records and indexes contract data, material, correspondence, brochures and public information materials; and prepares and issues contract addenda as necessary.
- Performs related duties as required.

To be successful, you have:

- Completion of Grade 12, including or supplemented by business and administrative courses. Considerable related experience in clerical and typing work; or an equivalent combination of training and experience.
- Considerable knowledge of office practices and procedures.
- Considerable knowledge of timekeeping codes and related procedures, as required.
- Considerable knowledge of contract document processing, as required.
- Sound knowledge of Metro Vancouver's organizational structure and of the functions and activities of its departments and divisions.
- Sound knowledge of business English, spelling, punctuation and arithmetic.
- Ability to edit and format various documents and input computer data.
- Ability to assign and supervise the work of one or more subordinates engaged in a variety of routine office tasks.
- Ability to relieve several superiors of office tasks and minor administrative detail with minimal supervision and to initiate clerical procedures as required.
- Ability to deal effectively with the public, business representatives and staff in providing factual information and assistance on departmental procedures, regulations and related matters.
- Ability to operate a variety of office equipment and computer applications related to the work.
- Ability to type with a high degree of speed and accuracy.
- Strong clerical aptitude.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by October 7, 2024.