



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.

We acknowledge with respect and gratitude that the City of Pitt Meadows is located on the traditional, unceded territory of q̓ičəy (Katzie) First Nation who were stewards of this land since time immemorial.

CLERK – OFFICE SUPPORT (Administrative Services) (CUPE Casual Pool)

The City of Pitt Meadows is recruiting for our Office Support Clerk Casual Pool to provide administrative and front desk support at City Hall. We are looking for dedicated individuals with a positive attitude who can provide exceptional customer service to our residents and staff.

Primarily reporting to the Deputy Corporate Officer, this position performs various administrative work of varying levels of complexity. Duties include providing customer service to our residents, answering phones, responding to emails and general inquiries, taking payments at our front desk, and general support for our Administrative Services team. This position will work with minimum direct supervision and will exercise some independent judgement on the more repetitive tasks.

Shifts are scheduled on an as-needed basis to provide coverage for sick days, vacations, and other operational needs. Applicants must have flexible availability that is able to accommodate shifts of varying periods of time and on short notice. Shifts will be scheduled between Monday to Friday, within 8:30am – 4:30pm.

Qualifications:

- Completion of Grade 12 including or supplemented by courses in commercial subjects, typing, word processing and some related experience; or an equivalent combination of training and experience.
- Experience providing secretarial or receptionist support in a public setting.
- Strong customer service and communication skills.
- Effective multi-tasking and prioritization skills.
- Ability to perform a variety of clerical, data entry, bookkeeping, secretarial, and other office support work.
- Experience using Microsoft Office, Word and other word processing software.
- Preference may be given to candidates with municipal experience.

What We Offer:

- CUPE Pay Grade 13, Step 1 - \$27.16/hr plus 12% in lieu of benefits.
 - *Although salary will vary based on assignment, this CUPE unionized position will most often have a salary of \$27.16 per hour*
- A collaborative and supportive work environment.
- 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, October 13th, 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.

We support a diverse workforce and encourage inclusion in the workplace. We welcome applications from people from all backgrounds. If you are an applicant with a disability that requires a reasonable accommodation during the recruitment process, you can contact our accessibility representative at HR@pittmeadows.ca. Our inclusion, diversity, equity and accessibility strategy is on our website with more information: [Equity, Diversity and Inclusion | City of Pitt Meadows](#)