

DEPARTMENT:	Fire & Rescue	STATUS:	Regular Full Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week*	SALARY:	\$27.30 - \$31.95 per hour (2024 rates) plus benefits

The City of New Westminster and the New Westminster Fire and Rescue Services have earned a proud reputation for civic leadership, service delivery and outstanding employee relations. We offer our employees great work-life balance; competitive salaries and benefit plans (including pension); education and training opportunities; and challenging and rewarding work.

New Westminster Fire and Rescue Services is seeking an energetic and customer service focused individual to provide front reception and clerical support. Your responsibilities will include: front line customer service; providing information and assistance to a variety of internal and external clients; typing and preparing a variety of confidential and non-confidential material; processing mail and other correspondence; maintaining electronic and physical files and records; supporting the Emergency Management Program; and other related duties including relieving other clerical staff in the Fire and Rescue Services administration section.

Requirements include:

- Grade 12 including or supplemented by courses related to office administration (preferably taken as part of a certificate or diploma program) plus sound related experience or an equivalent combination of training and experience.
- Ability to interact effectively with management, employees and external contacts, in supplying information and assistance; and to provide exceptional customer service.
- Ability to perform complex and time sensitive clerical assignments with accuracy.
- Superior clerical aptitude and the ability to operate a variety of common office equipment and knowledge of software including Microsoft Suite, including Outlook, Word and Excel. (Minimum typing speed of 55 wpm).
- Excellent organization and time management skills to prioritize tasks and meet deadlines.
- Ability to prepare, maintain and maintain electronic and physical records, files and related data.
- Superior communication skills, both verbal and written.
- Ability to process confidential matters and materials and to perform duties with tact and diplomacy.
- Ability to provide information and assistance within defined limits, explain regulations and procedures.
- Ability to work independently and effectively under pressure.
- Ability to collaborate well with other staff for fostering a supportive work environment.
- Ability to perform complex and time sensitive clerical assignments with accuracy.
- Working knowledge of JD Edwards and Kronos would be considered an asset.
- Experience in Emergency Management and Emergency Operations Centre activations would be considered an asset.

***This position has the option to participate in a Compressed Work Week program.**

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by October 25, 2024

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest. New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples.

It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on. We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.