



# BUILD A CITY. BUILD A FUTURE.



## CLERK 3 – COMMUNITY ENHANCEMENT

*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

Surrey Parks, Recreation & Culture is looking for an energetic and self-motivated Clerk 3 to join the Community Enhancement team. The position provides administrative support to Cloverdale Fairgrounds operations and the Festival and Event Support Team (FEST) Committee.

### EMPLOYMENT STATUS

Union - CUPE Local 402 – Regular Full-Time

### RESPONSIBILITIES

- Prepares agendas and sets operational meetings with internal and external stakeholders.
- Provides information to resolve inquiries and complaints for the public and staff.
- Accurately prepares and maintains accounts, records, plans, files, schedules and related documents.
- Confirms rental bookings, tracks the status of all events, and creates permits in the PRCMS facility booking system.
- Utilizes the Financial Management System to assist with project cost tracking & invoicing.
- Attends meetings and documents minutes and action items.
- Assists with contract administration.
- Exercises good judgment.
- Performs other duties as required.

### QUALIFICATIONS

- Completion of grade 12, supplemented by several courses in office administration or other related courses.
- Minimum 2 years experience in an office environment.
- A minimum typing speed of 40 words per minute is required.
- An equivalent combination of education and experience may be considered
- Applicants under consideration will be required to consent to a Police Information Check/Vulnerable Sector Check.

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## OTHER INFORMATION

Hourly Rate: \$30.12

## APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID #6162

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