



CLERK TYPIST – SERVICE CENTRE Temporary Full-Time

About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

About You / What We Are Looking For

We have an exciting opportunity on our Public Works Administration team for an organized, efficient and detail orientated individual with excellent customer service skills. In this role you will provide diversified information and assistance to the public on matters related to the City's Engineering and Public Works policies, procedures, regulations, and functions. In addition, you will be responsible for a variety of administrative tasks not limited to drafting correspondence, payroll data entry, taking minutes at meetings, providing general clerical assistance for the division, as well as providing front counter customer service and switchboard relief. This role is temporary in nature and is expected to be up to 18 months in duration.

Minimum Qualifications

Applicants interested in this role should possess strong written and oral communication skills and have a drive to provide exemplary customer service to both internal and external customers. The successful candidate must have strong administrative skills and display sound judgement when responding to a variety of inquiries and requests. A combination of education, training and experience may be considered.

Preferred Qualifications

Experience working in a clerical position in a similar environment would be considered an asset.

Additional skills and qualifications include:

- Knowledge of office practices and procedures and experience operating standard office equipment
- Accurate typing and data entry speed
- Formal training and experience using Microsoft Office suite products, specifically Microsoft Word, Excel and Outlook

Previous experience with a centralized electronic document management system, Maximo, Amanda, Cognos, and some experience with payroll data entry would be considered assets.

What We Offer:

This CUPE position has an hourly rate range of \$29.48 - \$34.63. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off program. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and



inclusion means, and the City's efforts in support of these principles, please visit coquitlam.ca/edi for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check (with no adverse reports).

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on November 12, 2024.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.