



**RECOGNIZED.  
REWARDED.  
VALUED.**



At the City of Abbotsford, we offer ongoing personal and professional development opportunities, competitive compensation, and a comprehensive benefits package.

The City of Abbotsford is committed to creating a workplace that fosters a culture of diversity and inclusion. We encourage applications from individuals from all genders, backgrounds and underrepresented groups.

We are happy to work with applicants requesting accommodation at any stage of the hiring process.

**Aux Clerk IV  
CUPE, Auxiliary (On-Call)  
Posting #J0125-0382**

The City of Abbotsford is seeking enthusiastic and experienced administrative professionals to join our Clerical Pool. Auxiliary Clerks provide relief, replacement or coverage for increased activities throughout the City on an as-needed (on call) basis. Enjoy a variety of work, with opportunities to take assignments in multiple departments and divisions. Take advantage of this unique role to gain a range of experience and departmental knowledge before deciding what career path best suits your skills and interests.

As an ideal candidate for this position, you will be self-motivated and a quick learner, allowing you to master new tasks under basic instruction and minimal supervision. Strong relationship building and customer service skills are essential as you will work with numerous teams with both internal and external customers. Your ability to communicate effectively, along with strong organization and time-management skills will make you an asset to our team.

**Required Qualifications:**

- Grade 12, plus bookkeeping and computer software courses (word processing and spreadsheet applications)
- Minimum one (1) year clerical and customer service experience
- Experience working with office equipment and computer applications including Excel, Word and Outlook
- Minimum typing speed 40 WPM

**In order to be considered for this position you must have full availability, Monday to Friday 8:00am – 4:30pm.**

This position is unionized, CUPE Local 774, and the hourly rate of pay is \$27.24 to \$32.04 plus 12.4% percent in lieu of vacation, statutory holidays and health benefits.

At the City of Abbotsford we work to create a challenging yet rewarding environment for our employees to thrive.

To apply, please visit us online at: [www.abbotsford.ca/careers](http://www.abbotsford.ca/careers)

**Closing Date: January 31, 2025**