

# BUILD A CITY. BUILD A FUTURE.



*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***

## Receptionist (Clerk 2) – Legislative Services

### Scope

As a Clerk 2, Receptionist in the Legislative Services Department, you will be the front-line at a busy reception counter to members of our diverse population.

### Responsibilities

- Communicate effectively to help members of the public in-person and on the phone. This position is responsible for reception-related duties and entry-level clerical work according to department rules and procedures.
- Managing database and reconciling expenses
- Scheduling appointments and maintaining calendars
- Gathering and disseminating information
- Processing documents and performing various office duties
- Performing related duties as required
- Computer office applications and record keeping

### Qualifications

The ideal candidate will be able to demonstrate knowledge, skills and abilities in the following areas:

- Completed Grade 12 supplemented by courses in office administration or other related courses
- A minimum of 1-year experience in an office environment
- A minimum typing speed of 40 WPM
- The ability to understand and effectively carry out oral and written instruction
- Strong interpersonal and public relation skills
- Knowledge of computer office applications and record keeping

### Employment Status

Union - CUPE Local 402 – Term (6 months)

### Other Information

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Apply online at [www.surrey.ca/careers](http://www.surrey.ca/careers)



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Pay Steps	Hourly Rate
Step 1	\$28.43
Step 2	\$28.78
Step 3	\$29.52
Step 4	\$30.12

This position requires completion of a Police Information Check.

Successful applicants must provide proof of qualifications.

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