

Township of Langley

Job Title:	Support Clerk
Competition Number:	25-U067
Employment Type:	Regular Part-Time
Pay Rate:	\$29.48 - \$34.63 per hour (five steps, 2024 rates) plus benefits
Hours of Work:	21 hours per week; Tuesday, Wednesday, Thursday, 8:30am - 4:30pm
Competition Opening Date:	May 6, 2025
Competition Internal Closing Date:	May 14, 2025
Competition Internal Closing Date:	May 20, 2025

Job Overview

The Township of Langley is currently recruiting for a regular part-time **Support Clerk** to join our team of professionals in the Corporate Administration Division, Corporate Administration Business Support and Services Department. Reporting to the Manager, Corporate Administration Business Support and Services, this unionized position serves as the primary point of contact for the Division, delivering exceptional customer service while preparing and processing a variety of enquiries and requests. This role is well-suited to candidates who excel at managing and prioritizing tasks efficiently and accurately, and who are committed to excellence in customer service.

Responsibilities

- Perform a variety of tasks in support of the Corporate Administration Division
- Respond to enquiries, requests and complaints by phone, email and in person, and assist by explaining and interpreting rules, regulations, and general policies
- Maintain and update a variety of records including electronic and manual files, and retrieve information from files as required
- Perform related work as required

Qualifications

- Completion of Grade 12, supplemented by commercial and accounting courses plus considerable related experience, preferably in a municipal environment or an equivalent combination of training and experience
- Sound knowledge of business language, spelling, arithmetic, and professional correspondence standards
- Considerable knowledge of the rules, regulations, and procedures related to municipal corporate administration
- Knowledge of records management, billing, indexing and related business support functions
- Ability to communicate effectively with the public, internal and external contacts, in processing a wide range of enquiries, complaints and related matters

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.