
Clerk 2

DEPARTMENT:	Community Services	STATUS:	Auxiliary
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	*Varies	SALARY:	\$27.30 - \$31.95 per hour (2024 rates) + 12% in lieu of benefits

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 85,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

We are looking for a proactive and detail-oriented administrative professional to join the Community Services team as an auxiliary Clerk 2. In this role, you will:

- Review and sort photo and digital asset collections from a variety of sources and using clearly defined parameters. Work will include assigning file names, categorizing with metadata tags, identifying materials for deletion or archiving, identifying missing information.
- Support event bookings including generating contracts from templates, and ensuring basic information is provided in line with contracts.
- Filing/scanning records, including filming permits into EDMS.
- Coordinating and managing meeting invites for larger team meetings, note taking, and tracking action items
- Manage purchasing card documentation for Director sign off
- Other related duties

If you have the following characteristics and qualifications, we want to hear from you!

- You have completion of Grade 12 including or supplemented by courses in office administration plus sound related experience or an equivalent combination of training and experience acceptable to the employer.
- Prior experience in document digitization or records management is preferred.
- Familiarity with EDMS, Tempest, Xplor, document management software, and electronic file organization.
- Familiarity with the City of New Westminster, including its facilities, parks, events, and visual identity
- Strong attention to detail and accuracy in data entry and record keeping.
- Proficient computer skills, including knowledge of Microsoft Office.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts; and to employ contemporary service excellence principles.
- Ability to work independently as well as collaboratively in a team environment.
- You have sound knowledge of business English, spelling, arithmetic, and good vocabulary for review and preparation routine correspondence
- You have some knowledge of relevant municipal policies and practices
- You have the ability to effectively work under pressure at times and organize work priorities

****This position is an auxiliary role with flexible hours and duration based on the department's needs.***

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by August 6 2025.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

*New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples.
'It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.
We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*