
Clerk Typist 2 – Parks Administration

DEPARTMENT:	Parks and Recreation	STATUS:	Temporary Part Time (1 year)
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	20 hours/week	SALARY:	\$27.30 - \$31.95 per hour (2024 rates) + benefits

As a central hub in the Metro Vancouver area, the City of New Westminister delivers a broad spectrum of urban services to over 85,000 residents. New Westminister 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 Parks Administration team as a Clerk Typist 2. In this key role, you will provide essential day-to-day administrative support to both the Parks Planning and Park Operations divisions including:

- Provide information and assistance to a variety of internal and external stakeholders.
- Prepare and process confidential and non-confidential materials including the ongoing maintenance of records.
- Support meetings and events, e.g., plan catering, create meeting agendas, take meeting minutes, manage invitations and contact lists.
- Coordinate requests and respond to enquiries from the public.
- Manage and process internal service requests.
- Inventory supplies and order replacement stock of supplies and equipment.
- Performing a variety of clerical tasks including payroll data entry, facility rentals and purchase card reconciliation.
- 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.
- 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 excellent customer service, communication, and problem solving skills.
- You have the ability to effectively work under pressure at times and organize and prioritize your work.
- You have the ability to process confidential matters and materials.
- You maintain effective working relationships and exercise tact and diplomacy when interacting with the public and internal staff.
- You have advanced skills in Microsoft Office Suite, including Excel, Word, Outlook, and Teams, Adobe Acrobat, and other systems related to the work.
- You have experience working with the following software systems; Xplor Recreation, Kronos, JD Edwards.
- Ability to pass and maintain a clear Police Information Check.

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by November 30, 2025.

We offer our employees great work-life balance, competitive salaries, comprehensive health, benefit and retirement plans (a percentage in lieu of benefits for auxiliary positions), education and training opportunities and challenging and rewarding work.

Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

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 unsundered 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.