

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

Clerk 3

Scope

The City is seeking a Clerk 3 to join their Business & Government Relations Division. This division is responsible for promoting investment opportunities that support the creation of jobs in Surrey and position the City of Surrey as a globally competitive place to live, work and play. The division includes the [Economic Investment Services section](#) and the Indigenous Relations & Government Relations section. This regular, full-time position sits within the City Manager's Department which oversees the daily administration of the City and ensures the delivery of high-quality services in a timely, responsible and cost-effective manner. The Clerk 3 will undertake a variety of moderately complex clerical tasks. This level of work requires taking initiative and exercising independent judgement within established guidelines. It is a fast paced, dynamic work environment that is results oriented.

Responsibilities

- Prepares and formats a variety of documents, presentations and reports.
- Accurately prepares and maintains, accounts, records, plans, files, schedules and related documents.
- Prepares and assists in organizing and assigning classifications or numerical designations to documents, records, and plans.
- Supports procurement of supplies and coordination of vendors (which may include invoices, purchase orders, corporate credit card reconciliation, obtaining quotes etc.) providing services and supplies, reconciliation, and balancing.
- Supports timekeeping and tracking of leave requests, payroll and overtime to support department financial management and reporting.
- Provides back up support and relief for vacation coverage and other administrative support required in the Department and Division.
- Uses relevant software and applications including Microsoft Office (i.e., Outlook, PowerPoint, Excel, Teams) and file management in SharePoint.
- Administers departmental files and documentation within the SharePoint environment.
- Coordinates logistics for meetings and events in terms of booking venues, preparing meeting materials, copying and printing, and ordering catering etc.
- Communicates clearly to internal and external stakeholders while maintaining professionalism.
- Performs related duties as required.

Qualifications

As the successful applicant, you possess the following qualifications:

- Completion of grade 12, supplemented by courses in office administration or related courses.

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- Minimum of two years related experience in an office environment.
- A minimum typing speed of 40 words per minute is required

An equivalent combination of education and experience may be considered.

Successful applicants must provide proof of qualifications.

Employment Status

Union - CUPE Local 402 – Regular Full-Time

Other Information

Number of Job Openings: 1

Pay Steps	Hourly Rates (2024 Rates)
Step 1	\$30.12
Step 2 (6 months)	\$30.71
Step 3 (18 months)	\$31.53
Step 4 (30 months)	\$31.97

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