
Clerk Typist 2

DEPARTMENT:	Engineering and Public Works	STATUS:	Temporary Part Time (1 year)
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	21 hours/week	SALARY:	\$27.30 - \$31.95 per hour (2024 rates) + a comprehensive benefits package

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 92,000 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 Public Works team as a Clerk Typist 2. In this key role, you will provide essential day-to-day administrative support services including:

- Performing complex clerical duties including minute taking, payroll entries, processing applications, maintaining records, and providing customer service.
- Providing assistance to clients at the front counter and over the telephone regarding regulations, procedures, permit applications and system entries in Tempest.
- Responsible for typing, formatting and proofreading various correspondence, agendas, and minutes.
- Submitting, filing, logging and maintaining physical and electronic records/data.
- Preparing mail out using mail merge.
- Updating and maintaining Engineering content on the City's website, intranet and social media platforms.
- Processing purchase requisitions, orders and invoices
- Coordinating requests and respond to enquiries from the public.
- Managing and processing internal service requests.
- Inventory supplies and order replacement stock of supplies and equipment.
- Preparing and processing confidential and non-confidential materials including the ongoing maintenance of records.
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- Inventory supplies and order replacement stock of supplies and equipment.
- Preparing and processing confidential and non-confidential materials including the ongoing maintenance of records.
- Performing other duties as assigned.

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

- Grade 12 including or supplemented by courses related to office and business administration (preferably taken as a part of a certificate or diploma program) plus sound related experience or equivalent combination of training and experience.

- Ability to process confidential matters and materials and to perform duties with tact and diplomacy.
- Ability to provide information and assistance within defined limits, explain processes and procedures.
- Experience with various social media platforms including Facebook and Twitter is considered an asset.
- Experience with dispatching is considered an asset
- Superior communication skills, both verbal and written with a working knowledge of business English, composing correspondence and proofreading skills.
- Considerable working knowledge of modern office practices and procedures.
- Ability to deal effectively with the public, employees, developers, and officials, in supplying information and assistance; and to provide exceptional customer service.
- Proficient with taking minutes during committee meetings and ability to complete the minute taking process through formatting/completion and distribution.
- Extensive clerical aptitude and the ability to operate a variety of common office equipment and working knowledge of software including Microsoft Office applications including Word, Outlook, and Excel. (Minimum typing speed of 55 wpm).
- Experience with Tempest and Prospero is considered an asset.
- Experience with JD Edwards and KRONOS is considered an asset.
- Ability to perform complex and time sensitive clerical assignments with accuracy.
- Ability to prepare, maintain and control a variety of records, files and related data.
- Ability to compose non-routine correspondence, and prepare reports and related material independently.
- Ability to prepare moderately complex tabulations and computations.
- Ability to work independently and effectively under pressure.
- Ability to pass and maintain a clear Police Information Check.

*This position will work a minimum of 3 days per week (21 hours/week), but may be occasionally required to work up to 35 hours per week during peak periods and/or for coverage purposes.

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by March 8, 2026.

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 unsurrendered land of the Halq'emeylem-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.*