

BUILD A CITY. BUILD A FUTURE.

CLERK 3 – CIVIC FACILITIES TERM (18 MONTHS)

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.

EMPLOYMENT STATUS

Union – CUPE Local 402 – Term (18 Months)

SCOPE

The City of Surrey currently has an exciting opportunity for a Clerk 3 position within the Corporate Services Department to help support our Civic Facilities Division based out of the Surrey Operations Centre. This clerical position specifically supports our Operations and Maintenance as well as Infrastructure Projects Sections in City Facilities. Our in-house expertise includes plumbing, electrical, HVAC, fire safety, labour, painting and carpentry, Project Managers and Project Coordinators. Your primary role will be to process internal service requests from civic facilities, process invoices and assist the administration team.

RESPONSIBILITIES

- Assist with processing service requests from all civic facilities.
- Prioritize and dispatch the appropriate trades and create work orders.
- Respond to client requests and inquiries regarding status of service requests.
- Invoice processing, matching purchase orders to contracts awarded and conduct related research.
- Ensure all required documentation is complete for contract payment submissions.
- Track project budgets and expenditure to purchase orders and contracts awarded.
- Generate and maintain internal spreadsheets to track preventative maintenance services, reports, and required follow-ups.
- Provide administrative support to Project Coordinators including preparing correspondence to contractors, reviewing purchase orders, and requesting required documentation.
- Review, correct, and apply work orders as required.
- Coordinate the ordering and receiving of materials and supplies.
- Screens invoices for accuracy and service delivery and prepares for signature from appropriate staff.
- Purchase card reconciliation and petty cash.
- Reconcile the daily and biweekly payroll data input.
- Provide administrative support to operation staff and managers.
- Maintain and archive files and records in accordance with retention procedures.
- Prepare meeting agendas, record meeting minutes, and distribute documentation.
- Other job-related duties as assigned.

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Apply online at www.surrey.ca/careers



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QUALIFICATIONS

- Completion of Grade 12, supplemented by several courses in word processing, excel, office practices and PC office applications.
- Minimum 2 years' experience and training in an office environment.
- Must have an accurate typing speed of 40 WPM.
- An equivalent combination of education and experience may be considered.

OTHER INFORMATION

Pay Grade: 12

Hourly Rate: \$32.26

Pay Steps	Hourly Rate
Step 1	\$32.26
Step 2 (6 months)	\$32.89
Step 3 (18 months)	\$33.77
Step 4 (30 months)	\$34.25

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/careers>, Job ID 7149.

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