



Shape a place  
where people  
want to be

**Position Title:** Administrative Professional (Clerk Typist III)

**Position Status:** Full-Time Regular

**Department:** Procurement and Real Estate Services

**Employee Group:** Teamsters Local 31

**Location:** 4515 Central Boulevard, Burnaby

**Salary Range/ Wage Rate:** PG T15 \$2,289.55 - \$2,689.03 bi-weekly

**Our Procurement and Real Estate Services Department is seeking an Administrative Professional (Clerk Typist III) who can work in a fast paced environment supporting the Procurement team preparing their Competitive Bid documents for posting on BC Bid and subsequent administrative stages through to closing the file. The successful candidate must have a keen eye for detail and be able to work towards defined outlined procedures and ensure procedural accuracy and compliance.**

**You are: an enthusiastic quick learner with effective communication skills who is able and willing to meet client expectation and have a customer service centric mindset. Attention to detail and procedural accuracy should be one of your strengths.**

**This role:**

- Performs complex clerical and typing duties for a superior and/or superior's subordinates; arranges appointments and meetings; schedules travel arrangements; screens callers; prepares routine correspondence; and supplies information to internal and external contacts.
- Plans, assigns and reviews the work of one or more subordinates engaged in a variety of tasks of some complexity.
- Types, edits, formats and finalizes a variety of material such as contract documents, reports, tabulations and statistical charts, drawings, construction billings, letters, memos, agendas and meeting minutes, forms and notices.
- Provides information and assistance to the public in person or over the telephone; handles a variety of inquiries regarding the functions, policies, procedures and activities of the Department or Division; handles requests for information, brochures, and other reports and publications often requiring judgment as to the type of information selected; and collects charges for materials sold.

- Records timesheet information onto payroll time reports; performs expenditure monitoring duties such as checking invoices, statements; and maintains office supplies.
- Initiates clerical debt repayment procedures such as cheque payments and invoice billings and ensures for distribution of the same.
- Performs some of the duties of superior during absence of same.
- Prepares procurement and tendering documents; verifies accounts and prepares summaries of accounts.
- Collects, organizes, prepares, maintains, records and indexes contract data, material, correspondence, brochures and public information materials; and prepares and issues contract addenda as necessary.
- Performs related duties as required.

**To be successful, you have:**

- Completion of Grade 12, including or supplemented by business and administrative courses. Considerable related experience in clerical and typing work; or an equivalent combination of training and experience.
- Considerable knowledge of office practices and procedures.
- Considerable knowledge of timekeeping codes and related procedures, as required.
- Considerable knowledge of contract document processing, as required.
- Sound knowledge of Metro Vancouver's organizational structure and of the functions and activities of its departments and divisions.
- Sound knowledge of business English, spelling, punctuation and arithmetic.
- Ability to edit and format various documents and input computer data.
- Ability to assign and supervise the work of one or more subordinates engaged in a variety of routine office tasks.
- Ability to relieve several superiors of office tasks and minor administrative detail with minimal supervision and to initiate clerical procedures as required.
- Ability to deal effectively with the public, business representatives and staff in providing factual information and assistance on departmental procedures, regulations and related matters.
- Ability to operate a variety of office equipment and computer applications related to the work.
- Ability to type with a high degree of speed and accuracy.
- Strong clerical aptitude.

---

**Our Vision:**

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact [careers@metrovancover.org](mailto:careers@metrovancover.org) for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

*Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by May 4, 2026.*