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## Business Licensing Clerk (Clerk 3)

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<b>DEPARTMENT:</b>	<b>Community Services</b>	<b>STATUS:</b>	<b>Regular Part Time</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>20 hours/week</b>	<b>SALARY:</b>	<b>\$34.23 to \$40.21 per hour, plus comprehensive benefits package</b>

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.

This is an exciting opportunity for an energetic and self-motivated individual to become a member of the Business Licensing team within the Economic Development Division of the Community Services Department. Reporting to the Manager of Economic Development, your role will be to perform complex clerical and customer service duties as part of the business licensing process. You will provide front counter coverage and assistance to customers on licensing information and process; input and process licence applications; respond to inquiries via email and phone, and provide clerical support to the division as needed. You will also be required to provide service to staff in other departments, organize and maintain a variety of records and files, and perform other related duties as assigned.

Above all, we value a collaborative attitude and exceptional communication skills, fostering positive working relationships with staff and conveying information and policies to the public in a courteous and efficient manner.

This is a regular part-time position that will work 20 hours per week. Consideration may be given to work the hours over three or four days.

### Requirements:

- Completion of Grade 12 supplemented by post-secondary courses and/or certificates in office administration plus considerable related experience, or equivalent combination of training and experience.
- Demonstrated ability to provide exceptional customer service to a variety of customers and colleagues including ability to work effectively with the public.
- Ability to work in a dynamic team-based environment while providing individual, accurate, and respectful service to customers and colleagues.
- Ability to perform clerical and typing assignments and prepare reports and related material with minimal supervision.
- Considerable knowledge of regulations and procedures applicable to business licensing, or similar operations.
- Extensive experience and/or training in computer and word processing systems (Microsoft Suite) as well as knowledge of modern office practices and procedures.
- Must be competent in typing speed.
- Thorough knowledge of business English, spelling, punctuation, and arithmetic.
- Experience with Tempest is considered an asset.
- Proficiency with digital file maintenance best practices is considered an asset.
- Ability to successfully pass and maintain a satisfactory Police Information Check.

**Apply online with your resume and cover letter in one document at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by June 4, 2026.**

We offer our employees great work-life balance, including competitive salaries, comprehensive health and wellness benefits and retirement plans (a percentage in lieu of benefits for auxiliary positions). We also offer a hybrid remote work schedule in accordance with our Remote Work Policy, opportunities for education and training, and engaging, rewarding work.

*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.*