
Clerk Typist 2

DEPARTMENT:	Engineering and Public Works	STATUS:	Auxiliary
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	Approximately 25 hours a week*	SALARY:	\$29.25 to \$34.23 per hour + 12% in lieu of benefits and vacation

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, detail-oriented, and customer focused administrative professional to join the Engineering and Public Works administrative team as a Clerk Typist 2 for on an auxiliary basis.

In this key role, you will provide essential day-to-day administrative and customer support services including:

- Provide front-line customer service at the counter and by phone, offering guidance on regulations, procedures, permit applications, and system entries in Tempest.
- Process and issue engineering permits; monitor shared inboxes and maintain tracking systems.
- Log, track, and coordinate service requests, and respond to public inquiries in a timely manner.
- Prepare, format, and proofread correspondence and a variety of documents.
- Maintain accurate physical and electronic records, including filing, logging, and data management.
- Coordinate mail-outs using mail merge tools.
- Process purchase requisitions, orders, and invoices.
- Handle internal service requests efficiently.
- Manage office supply inventory and oversee ordering processes.
- Prepare and process confidential and non-confidential materials, ensuring proper records maintenance.
- Perform additional administrative and operational duties as required.

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.

- 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.
- 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.

***Shifts will be 4 days per week (7 hours per day) or 5 days per week (4-5 hours per day)**

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by August 21, 2026.

Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

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.*