



TEMPORARY FULL-TIME PERMIT CENTRE CLERK

(Competition 26-98)

Position Overview

The City of Nanaimo is seeking a temporary full-time Permit Centre Clerk. Under the direction of the Manager, Permit Centre & Business Licensing, the Permit Centre Clerk will receive and process building permit applications, generate permit packages and provide information and assistance to staff, customers, and external agencies.

Qualifications

Applicants must have a minimum 6-month Office Administration training program from a recognized educational institution (e.g. VIU or Sprott Shaw), as well as a minimum of 1-year related clerical or customer service experience. An equivalent combination of education and experience may be considered.

Additional Information

This is a CUPE bargaining unit position based on a 35-hour work week. The hourly wage is \$38.28, increasing to \$40.30 after 60 working days (Jan 2026 Rates). It is anticipated that this vacancy will be up to one year in duration.

Shortlisted applicants may be required to undergo a criminal record check and/or a verification of their education credentials.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to employment.opportunities@nanaimo.ca referencing the specific competition 26-98 by the application deadline.

For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer that values diversity and invites applications from all qualified individuals who are legally entitled to work in Canada. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If shortlisted for the role and need an accommodation within the hiring process, we would be pleased to discuss how best to accommodate your needs.

Discover What's Possible

The City of Nanaimo is one of the fastest growing, livable urban hubs on Vancouver Island. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Vancouver and a gateway to the Gulf Islands. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as social and wellness activities. Depending on the position, we also offer flexible work opportunities, alternative work schedules and remote work programs.

Posting Date

Monday, September 21, 2026

Application Deadline

Friday, October 2, 2026
4:30 p.m.

Contact Information

Human Resources
City of Nanaimo
2nd Floor, 455 Wallace Street
Nanaimo, BC V9R 5J6
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