

Receptionist (Clerk 2) – Legislative Services

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City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward.
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SCOPE

As a Clerk 2, Receptionist in the Legislative Services Department, you will be the front-line at a busy reception counter to members of our diverse population.

EMPLOYMENT STATUS

Union - CUPE Local 402 – Regular Full-Time

RESPONSIBILITIES

- Communicate effectively to help members of the public in-person and on the phone. This position is responsible for reception-related duties and entry-level clerical work according to department rules and procedures.
- Managing database and reconciling expenses
- Processing, summarizing and responding to various correspondence
- Scheduling appointments and maintaining calendars
- Gathering and disseminating information
- Processing documents and performing various office duties
- Performing related duties as required
- Computer office applications and record keeping

QUALIFICATIONS

The ideal candidate will be able to demonstrate knowledge, skills and abilities in the following areas:

- Completed Grade 12 supplemented by courses in office administration or other related courses
- A minimum of 1-year experience in an office environment
- A minimum typing speed of 40 WPM
- An equivalent combination of education and experience may be considered.
- The ability to understand and effectively carry out oral and written instruction
- Strong interpersonal and public relation skills
- Knowledge of computer office applications and record keeping

Successful applicants must provide proof of qualifications and completion of a Police Information Check.



OTHER INFORMATION

Number of Job Openings: 1

Pay Grade: 9

Pay Steps	Hourly Rate
Step 1	$30.46
Step 2 (6 months)	$30.83
Step 3 (18 months)	$31.62
Step 4 (30 months)	$32.26

APPLY

If you are interested in this opportunity, please apply at https://www.surrey.ca/about-surrey/jobs-careers to Job ID 7440.