

<b>DEPARTMENT:</b>	Electric Utility	<b>STATUS:</b>	Full Time
<b>NO. OF POSITIONS:</b>	One	<b>UNION:</b>	CUPE, Local 387
<b>HOURS OF WORK:</b>	35 hours per week	<b>SALARY:</b>	\$48,121 - \$56,485 annually (2021 rates) + comprehensive benefits package

The City of New Westminster is currently seeking an energetic and highly skilled Clerk Typist 3 to assist with clerical and administrative work as part of the Electrical Operations and Electrical Engineering team. You will perform complex clerical and administrative work in providing diversified services within those departments. Some of your major areas of responsibility will include managing the Utility Meter database; providing information and assistance to a variety of internal and external clients; processing customer troubleshooting reports; preparing complex spreadsheets and a variety of reports; typing a variety of confidential and non-confidential material; payroll data entry and filing; and other related duties including relieving other staff in both Electrical Operations and Electrical Engineering offices.

**Requirements include:**

- Completion of Grade 12 (or equivalent) including or supplemented by courses related to office administration (preferably taken as part of a certificate or diploma program) plus a minimum of 5 years of experience in office administration or an equivalent combination of training and experience.
- Superior clerical aptitude including the ability to perform complex and time sensitive clerical and typing assignments with accuracy. (Minimum typing speed of 55 wpm)
- Proficiency in JD Edwards and Kronos.
- Advanced Microsoft Office Suite 2016, including Excel, Word and Outlook.
- Thorough knowledge of business English, spelling, punctuation, arithmetic and modern office practices and procedures.
- Ability to process confidential matters and materials; maintain effective working relationships with contacts, supply information and assistance and within defined limits, explain regulations and procedures.
- Provide afterhours customer service support during emergencies and storms.
- Ability to provide exceptional customer service to internal and external customers.
- Ability to work with minimal supervision and effectively work under pressure at times.
- Ability to prepare, maintain and control a variety of records, files and related data.
- Ability to deal effectively with management, employees and external contacts, in supplying information and assistance.

Apply by sending your **cover letter and resume in one document** quoting the competition number, by June 30, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca) using the following format in the subject line: **LAST NAME First Name #22-122**

*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.*