
Position Vacancy: Clerk Typist 3

DEPARTMENT:	Parks and Recreation	STATUS:	Temporary Fulltime (3 year term)
NO. OF POSITIONS:	One	UNION:	CUPE Local 387
HOURS OF WORK:	35 hours per week*	SALARY:	\$46,240 to \$54,294 annually plus benefits

This is an exciting opportunity for an energetic and self-motivated individual to become a member of a project team providing administrative support for City of New Westminster large scale projects. You will provide administrative support for two senior managers who lead the replacement of the Canada Games Pool and Centennial Community Centre project. Your role will include performing complex clerical, minute taking, word-processing and customer service duties. In addition this role types and formats correspondence, agendas and reports; monitors, assigns and completes action requests; take, type and prepare meeting minutes; organize and maintain a variety of records, files and logs, including filling of project documents and their collection for information requests; organization and management of SharePoint project database; organize meetings; create work orders; purchase requisitions and orders using JDE software system; and perform other related duties as assigned and participates in various working groups/meetings.

Requirements:

- Grade 12 graduation including or supplemented by courses in word-processing, typing and business plus considerable related experience.
- Experience with Microsoft Office 365, SharePoint and JD Edwards is considered an asset.
- Thorough knowledge of business English, spelling, punctuation, and arithmetic.
- Considerable knowledge of modern office practices and procedures.
- Considerable experience with filing management, including the development of filing systems and structures; virtual file management considered an asset.
- Ability to employ service excellence principles.
- Ability to deal effectively with the public, employees, contractors and officials including interpreting and explaining departmental rules, regulations and practices.
- Minimum typing speed proficiency of 55 wpm.
- Proficient with taking minutes during committee meetings and ability to complete the minute taking process through thorough formatting.
- Ability to perform complex clerical and typing assignments with minimum supervision.
- Ability to draft and edit reports.
- Ability to compose non-routine correspondence, and prepare reports and related material independently.
- Ability to effectively use standard computer applications/software including Microsoft Office and to operate common office equipment.
- Sound knowledge of the methods, practices and procedures used in operating computer word processing and other equipment as related to the work.

**Evening work is required approximately once a month to attend Committee meetings.*

Apply by sending your resume quoting **competition #19-12, by February 8, 2019** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to hr@newwestcity.ca.

*The City of New Westminster welcomes diversity and encourages applications from all qualified individuals.
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.*