

Administrative Services Assistant

DEPARTMENT:	Parks and Recreation	STATUS:	Regular Full-time
NO. OF POSITIONS:	One	UNION:	CUPE Local 387
HOURS OF WORK:	35 hours per week*	SALARY:	\$50,093 – \$58,878 annually (2019 rates) + comprehensive benefits package

We are looking for a bright, enthusiastic, collaborative, and customer service oriented Administrative Services Assistant with a superior office administration background to join the Parks and Recreation Department! Reporting to the Director, Parks & Recreation, you will be responsible for varied and moderately complex administrative and clerical duties, including:

- Relieving the supervisor of administrative detail such as composing correspondence, reports, information processing and maintaining a variety of records and accounts.
- Conducting research and compiling and maintaining a variety of narrative and statistical reports.
- Preparing Council and Committee agenda packages and tracking and following up on departmental action items.
- Processing and reconciling purchase orders and invoices.
- Responding to a variety of public inquiries.
- Improving and recommending new office procedures.
- Maintaining a variety of records, files and documents.
- Supporting the administration of field and facility bookings and managing rental and short-term contracts.
- Planning, assigning and overseeing the work of other clerical staff, as well as training new employees as required.
- Other related duties as required.

If you meet the following requirements and characteristics, we want to meet you!

- Completion of Grade 12 supplemented by related courses, and considerable experience in office administration or a related field. An equivalent combination of training and experience as deemed suitable by the employer may also be considered.
- Superior organizational and time management skills.
- Effective problem solving skills and ability to make independent decisions and work with minimal supervision.
- Demonstrated ability to perform the work with a high level of accuracy and attention to detail.
- Demonstrated ability to build effective working relationships and to work collaboratively as part of a team.
- Ability to effectively communicate related rules, regulations, and policies to a variety of internal and external stakeholders.
- Considerable knowledge of Parks & Recreation rules, regulations, policies and procedures.
- Considerable knowledge of modern clerical and record keeping procedures and of business English, spelling, arithmetic and punctuation.
- Proficiency in the use of common office equipment and a variety of standard office support, word processing and related computer software including Microsoft Office Suite and PerfectMind.
- Valid Class 5 driver's license for the Province of British Columbia.
- The successful candidate will be required to pass and maintain a clear Police Information Check.

**This position participates in a Compressed Work Week Program.*

Apply by sending your cover letter and resume quoting **competition #20-20, by February 21st, 2020** 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.*