

DEPARTMENT:	IT	STATUS:	Auxiliary (up to 10 months with a possibility of extension)
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	28 hours per week	SALARY:	\$28.53 - \$33.54 (2021 rates) + 12% in lieu of benefits & vacation

The City of New Westminster's Information Technology Division is seeking an experienced individual who will be responsible for providing clerical and administrative support. You will provide support in various areas such as:- ordering and purchasing, administration of mobility, landline, printing and IT hardware and software agreements/services; taking and distributing meeting minutes, filing and documentation, assisting with clerical Helpdesk duties and asset inventory.

This administrative/clerical position is the first point of contact for all clerical processes and acts as a front desk receptionist for IT. This is a specialized clerical position that provides and is assigned computer related purchasing services for the organization. The incumbent responds to user calls for assistance, resolves those of a routine nature and refers technical or more complex problems to appropriate technical staff. The successful candidate will perform various clerical support services for the department and will work with considerable independence of judgement and action within defined limits, referring unusual, technical or policy matters to a supervisor. At this time, the successful candidate will be working 28 hours per week, however, they may be required to work full-time hours in the near future.

If you have the following characteristics and qualifications, we want to hear from you!

- Completion of Grade 12 supplemented by courses in specific office automation applications, with standard commercial courses plus sound related experience
- A minimum of 5 years of office/administrative experience
- A post-secondary certificate or diploma in a related field (such as but not limited to accounting, office automation or administration) would be an asset
- Sound organizational and time management skills; ability to multi-task
- Ability to type a minimum of 50 words per minute
- Experience in keyboarding, word processing, preparing spreadsheets and databases, email, and other standard computing applications (i.e. MS Outlook and MS Office, MS Teams)
- Basic knowledge and understanding of information technology concepts and systems, maintenance agreements/contracts and related terminologies
- Ability to take meeting minutes at meetings
- Experience using JDE (order requisitions, purchase orders, receiving) and Kronos (timekeeping) would be an asset
- Considerable knowledge of the practices and procedures used in a variety of office automation and office suite applications
- Considerable knowledge of modern office methods and procedures including record keeping and related clerical functions; experience using electronic document management systems
- Sound knowledge of the various types and uses of computer supplies, software and equipment as it relates to the work performed
- Ability to work under pressure and function effectively while dealing with a variety of clerical and user support tasks
- Ability to perform and carry assignments through to completion with minimal supervision
- Ability to establish and maintain effective working relationships with internal and external contacts; and to employ contemporary service excellence principles
- Ability to prepare and maintain a variety of manuals, files and records
- Ability to schedule work priorities to meet established deadlines
- Effective interpersonal skills

Apply by sending your **cover letter and resume in one document** quoting the competition number, by June 23, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #22-117**

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.