

BUILD A CITY. BUILD A FUTURE.



CLERK TYPIST 3 *(Regular Full-Time)*

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.

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

SCOPE

The Surrey Arts Centre is a gathering place where artists, audience and our community connect and find inspiration. We welcome adults, youth and children to experience and participate in visual and performing arts performances, exhibitions, events and programs. We engage our visitors on issues and ideas about the community through art, and provide opportunities to interact with artists and the artistic process.

Our team of dedicated professionals deliver a busy schedule of initiatives including artistic presentations and exhibitions, school programs, community rental opportunities and workshops.

That's where you come in. Reporting to the Performing Arts Manager, you will be supporting staff and management to make every visitor's experience memorable.

RESPONSIBILITIES

- Composing a variety of correspondence and documents;
- Performing payroll and accounting duties including time sheet records;
- Assembling and preparing reports, presentations, agreements, contracts and databases;
- Explaining moderately complex department rules, practices and procedures to public and staff;
- Answering the telephone, emails and screens and referring persons to appropriate departmental staff;
- Performing other duties as required.

QUALIFICATIONS

The ideal candidate will have:

- Effective oral and written communication skills;
- Enjoy interacting with staff and the public;
- Ability to adapt quickly to changing needs in a fast-paced office environment;
- Strong attention to detail and accuracy;

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Apply online at www.surrey.ca/careers



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- Strong problem solving skills as well as independence of judgment, within specific guidelines when performing the duties of the position;
- Intermediate knowledge of applicable computer office applications.

You will also have the following requirements:

- Completion of grade 12 supplemented by several courses in word processing, office practices and computer office applications;
- A minimum of two (2) years' experience in an office environment;
- Some supervisory experience;
- A minimum of 60 wpm typing speed is required;
- An equivalent combination of relevant education and experience will be considered.

APPLY

If you are interested in this opportunity please apply online at Surrey.ca to job 1496 on or before July 27, position may be close any time after July 27 so please be sure to check Surrey.ca for all active postings.

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