

BUILD A CITY. BUILD A FUTURE.



CLERK 3 – CIVIC FACILITIES 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.

EMPLOYMENT STATUS

Union – CUPE Local 402 – Regular Full-Time

SCOPE

The City of Surrey currently has an exciting opportunity for a Clerk 3 position within the Corporate Services Department to help support our Civic Facilities Division based out of the Surrey Operations Centre. This clerical position specifically supports our Operations and Maintenance as well as Infrastructure Projects Sections in City Facilities. Our in-house expertise includes plumbing, electrical, HVAC, fire safety, labour, painting and carpentry, Project Managers and Project Coordinators. Your primary role will be to process internal service requests, from civic facilities, process invoices and assist the administration team.

RESPONSIBILITIES

- Assist with processing of service requests from all civic facilities.
- Prioritize and dispatch the appropriate trades and create work orders.
- Respond to client requests and inquiries regarding status of service requests.
- Invoice processing and research.
- Corrects and applies work orders.
- Ordering and receiving of various materials.
- Screens invoices for accuracy and service delivery and prepares for signature from appropriate staff.
- Purchase card reconciliation and petty cash.
- Reconcile the daily and biweekly payroll data input.
- Administrative support to operation staff and managers.
- Archiving files.
- Prepare agendas and taking meeting minutes.
- Other job-related duties as assigned.

QUALIFICATIONS

- Completion of Grade 12, supplemented by several courses in word processing, office practices and PC office applications.
- Minimum 2 years' experience and training in an office environment.
- Must have an accurate typing speed of 40 WPM.
- An equivalent combination of education and experience may be considered.

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Apply online at www.surrey.ca/careers



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OTHER INFORMATION

Pay Grade: 12

Hourly Rate: \$30.12 (2024 Rates)

Pay Steps	Hourly Rate
Step 1	\$30.12
Step 2 (6 months)	\$30.71
Step 3 (18 months)	\$31.53
Step 4 (30 months)	\$31.97

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