



Making a difference...together

Employment Opportunity

Contract Clerk Assistant

Parks & Environmental Services – Facility Management & Engineering Services

Competition	19/091
Status	Auxiliary
Hours of Work	70 hours bi-weekly
Rate of Pay	\$25.15 - \$27.05 per hour (plus 14% in lieu of benefits)
Review of applications begins	4:00pm on July 22, 2019
Notes	<i>The anticipated length of this term assignment is approximately 12 month.</i>

Summary

Reporting to the Administrative Coordinator, the Clerk Typist 2 is responsible for providing typing and clerical support services to Engineering Services. The primary function is to provide assistance to the Contracts Coordinator.

The anticipated length of this term assignment is approximately 12 months.

Duties & Responsibilities

- Provides daily administrative support to division staff to ensure operations run smoothly. The support includes creating, formatting and proofreading a variety of documents, filing, photocopying, SharePoint searches, payment of invoices, assistance with finding documents and payment information, etc.
- Provides back-up for and assistance to the Contracts Coordinator.
- Arranges for courier service.
- Maintains Infolinx filing system, assists with filing of contract documents in vault and with file archiving, assists with filing of emails and financial records, assists with retrieval of files.
- Provides assistance with photocopying.
- Scans documents and files in appropriate SharePoint library.
- Responds to enquiries from internal and external clients regarding division activities to ensure customer service standards are met.
- Maintain office equipment in good working order.
- Prepares office supplies orders.
- Reconciles P-Cards.
- Processes payment and keeps record of membership dues.
- Attends the department's divisional monthly meeting.
- Follows all policies, procedures and standards of the CRD
- Performs other related duties as required.

Qualifications

- High School graduation supplemented by office administrative courses plus a minimum of one year office experience.
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel), SharePoint and SAP
- Working knowledge of business English, spelling, punctuation and arithmetic

- Knowledge and understanding of CRD Parks & Environmental Services
- Typing speed of not less than 55 wpm
- Ability to compose routine correspondence
- Ability to follow oral and written instructions and make mathematical calculations with speed and accuracy
- Ability to operate and troubleshoot office equipment
- Ability to work effectively in a busy environment, determining priorities and meeting deadlines.

Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under “Careers”.

The CRD wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.

