



## JOB POSTING - EXTERNAL

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Position:	<b>Clerk II</b>	Posted Date:	07-Feb-2025
Department:	Recreation & Community Services, and City Hall	Closing Date:	17-Feb-2025
Reports to:	Recreation & Community Services Manager		
Job Type:	<b>Permanent, 30-35 hrs/week, Wednesday-Sunday, in-person</b>		
Salary Range:	\$36.52/hour	Employment Type:	Union

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*The City of Prince Rupert respectfully acknowledges that we live and work on the traditional and unceded territories of the Ts'msyen and Sm'algyax-speaking peoples. We offer gratitude to the people who have lived on these lands since time immemorial.*

*As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact Antonio Vera, Senior Human Resources Manager at (250)627-2898 or via email at HR@princerupert.ca.*

The City of Prince Rupert provides services to over 12,000 residents and hundreds of businesses and industries. Nestled against the stunning backdrop of the Pacific Northwest, Prince Rupert, BC, offers a unique blend of natural beauty, rich cultural heritage, and a welcoming community spirit. As you embark on your professional journey in this coastal gem, you'll find a workplace environment that mirrors the city's picturesque landscapes – dynamic, invigorating, and full of potential.

### **Let your skills and talent grow alongside us as we reshape our city's future!**

Do you thrive in a fast-paced environment where your organizational skills and dedication to customer service make a real difference? Join a dynamic team that values collaboration and a commitment to excellence! We are seeking a talented Clerical Professional to be the face of our team, providing essential support and ensuring smooth operations for our valued community members. This exciting role will be based at both our Recreation facility and City Hall, offering a varied and engaging work experience.

### **What you'll do...**

- Provide superior customer service;
- Respond to telephone, email and in-person enquiries by providing information, or direction in obtaining current services, guidelines, policies, procedures or regulations across the City;

- Front desk financial transactions for customer purchases, memberships, licence and permit renewals, bill payments, and daily cash balancing;
- Recreation facility bookings, rentals and program registration services;
- Perform typing, filing, word processing, statistics, spreadsheets, publishing and cashier duties;
- Supervise public of all ages and give direction regarding appropriate conduct and make certain of compliance to that direction;
- Adhere to all safety regulations and procedures and assist in emergency procedures;
- Supporting the Wellness Works and Joint Occupational Health and Safety Committees;
- Supporting administrative tasks for department teams and their administrative assistant duties as assigned by the supervisor, manager or director;
- Process incoming and outgoing mail, package deliveries, and bank deposits;
- Maintain City of Prince Rupert filing systems, including but not limited to permits, licences, cemetery records, and property files;
- Scheduling and coordination of meetings, as required;
- Assist with the preparation and message board posting of agenda and minutes for regular meetings of the Council.

### **What you'll bring...**

- A genuine passion for contributing to the growth and prosperity of Prince Rupert;
- Critical and creative thinking – the successful applicant can think systematically and explore possible solutions to problems in an innovative way;
- Time management – the successful candidate can establish priorities to meet deadlines in order to carry out multiple tasks or projects at the same time;
- Aptitude in customer service – the successful candidate will focus on improving guest experience and manage feedback in a respectful and professional manner;
- Safety lens – to provide a safety lens in your duties and public interactions;
- Ability to meet the flexibility demands of working with two departments and adhering to attendance schedules and expectations;
- Ability to deal with public and staff in a courteous, tactful and efficient manner
- Excellent written and verbal communication skills
- Computer experience, including word processing, data- base management, publishing and spreadsheet in a Windows-based environment
- Point of sale computer software experience
- Strong organizational skills, adept prioritization of tasks, excellent problem-solving, and effective time management with keen attention to detail;
- Knowledge of, or ability to learn City bylaws, procedures, policies, services, and areas of customer service specialization;

- Collaborates well within a group dynamic and has a demonstrated ability to work independently.

### **What you're willing to achieve or already have...**

- Grade 12 diploma or GED;
- Currently enrolled in or actively working toward a diploma, certificate, or degree in office administration or business administration or similar;
- Clear Police Information Check - must include Vulnerable Sector Check.

### **Additional Required Knowledge, Skills and Abilities...**

- Three to Five years general clerical experience;
- Accurate typing speed of 50 words per minute;
- Proficient and accurate cash balancing and cash handling skills.
- First Aid Level 1 (must obtain within three months)

### **What to send our way...**

- Your CV or Resume highlighting your education, experience, and skills;
- A cover letter explaining what interests you about this position, and how your background and skills make you a suitable candidate, and your passion for contributing to the growth and prosperity of Prince Rupert.

### **Compensation & Benefits**

This is a full-time union position that offers a competitive salary complemented by a superior benefits package.

### **Other information that you should know**

- If you are not a local applicant, you must be prepared to relocate to Prince Rupert, BC before starting work;
- Ability to perform tasks and manage energy levels effectively throughout the workday;
- Ability to move up to 20 pounds;
- Ability to stand, walk, or sit for extended periods;
- Ability to respond quickly to emergencies or urgent situations;
- Ability to use standard office equipment, including computers, phones, photocopiers, and fax machines;
- This position is a permanent position and applicants must be able to demonstrate they meet the City of Prince Rupert's eligibility requirements as outlined on our website: <https://www.princerupert.ca/city-hall/careers-volunteering/job-postings> **Eligibility**.

**Please submit your cover letter and CV or resume (in PDF format) to:**

Ashley Daigle, Recreation & Community Services Manager

**Email:** [hrrec@princerupert.ca](mailto:hrrec@princerupert.ca)

**Subject:** Clerk II – Recreation & Community Services and City Hall

or mail/drop all documents to:

**Jim Ciccone Civic Centre**

Attn: Ashley Daigle

100 McBride Street

Prince Rupert, BC, V8J 3H2

***We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.***