



is currently accepting applications for the position of

Customer Service Representative

Full-Time, Permanent Position

Are you energetic, organized and committed to providing superior customer service? The Township of Guelph/Eramosa is looking for you!

Reporting to the Clerk/Director of Legislative Services, the primary duties of this position are to promptly answer incoming telephone calls, greet visitors to the municipal office, provide general information, process payments, issue licenses and permits, direct inquiries to and provide administrative support to Township Departments.

The successful candidate will possess a great attitude, communication and organizational skills and hold a Business Administration Diploma or equivalent. Proficiency in Microsoft Office and strong analytical skills are a requirement for the position. Experience with a multi-line phone system and experience in a municipal environment will be considered an asset.

The salary range for this position is \$22.32 to \$25.23 (this salary is currently under review). The Township also offers a comprehensive benefit package.

How to Apply: Send your cover letter and resume outlining your qualifications by email to humanresources@get.on.ca or by mail/in person to 8348 Wellington Rd 124, Rockwood, ON, N0B 2K0. A complete job description can be found on our website at www.get.on.ca

**Applicants are invited to submit the required information,
no later than 12:00p.m., Friday January 19, 2018.**

The Township of Guelph/Eramosa is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. We thank all applicants, but only candidates selected for an interview will be contacted.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.