



**EMPLOYMENT OPPORTUNITY
CUSTOMER SERVICES REPRESENTATIVE
One (1) Year Contract**

The Municipality of Mississippi Mills is seeking applications from qualified individuals for the position of Customer Services Representative. This position is a one (1) year contract (12 months) for 37.5 hours per week at an hourly rate of \$19.15 to \$23.54 (2020 rates).

Reporting to the Clerk, the Customer Services Representative provides support and assistance to Administration (Clerk's, CAO, and Finance). Primary duties include: customer service at the counter to the public, handle incoming calls and respond to general inquiries; process payments; sort and distribute mail; office supplies inventory; draft correspondence; update the corporate calendar; post information to and update the municipal website; assist with lottery licensing, vital statistics, and records management.

The ideal candidate will have a secondary school diploma in administration, business, or related field, experience working in a customer service environment, sound working knowledge of MS Office software applications and adaptability to program specific software, organizational and time management skills.

Qualified candidates are invited to submit a detailed resume and cover letter in confidence to cmoyle@mississippimills.ca. Email subject line should include your last name and position you're applying for (CSR) no later than **12 o'clock noon on Tuesday, April 22, 2021**.

We thank all applicants for their interest but advise only those applicants selected for an interview will be contacted.

The Municipality of Mississippi Mills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of selecting a candidate.