

Employment Opportunity

Customer Service Agent

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

As a Customer Service Agent you will receive internal and external customers; process payments; update records; respond to a broad range of enquiries; serve as Deputy Division Registrar for Vital Statistics; provide general information and assistance quickly, pleasantly and accurately in a team setting in person and on the telephone. As a minimum you will have an OSSD or equivalent plus additional programs/courses in business or office and including one year of related experience. Experience working in a municipal government setting is an asset.

This union position offers an hourly rate of \$25.64 per hour, based on a 37.5 hour work week.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

Fort Erie...a welcoming, prosperous connected community of choice

The deadline for receiving applications is 12:00 Noon on **Monday, June 17, 2019**. Learn more and apply at www.forterie.ca.

We will contact candidates selected for an interview. The evaluation process may include a practical assessment, background, credit and criminal record check. Personal information is collected under the Municipal Act, 2001 to determine employment suitability. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.