



Centre Wellington

The Township of Centre Wellington Requires a:

CUSTOMER SERVICE CLERK I
Building and Development Department

Centre Wellington is a thriving and growing community of 27,000 residents, located close to Kitchener-Waterloo and Guelph. Set within an urban and rural setting, it has a diverse economy, active arts and heritage community and renowned natural features that result in many lifestyle advantages attractive to a *Customer Service Clerk I* interested in becoming part of a progressive municipality.

The Township's Building and Development Services Department is currently seeking a qualified candidate to fill the full-time position of *Customer Service Clerk I*. Reporting to the Chief Building Official, the *Customer Service Clerk I* will provide internal, corporate administrative and clerical support within the Building & Development Services Department along with providing convenient access by the public to a variety of Township functions and services generally focused on property rights and standards, zoning information, public works and public protection and safety.

Secondary School education with training/formal education in public, business or municipal administration, or acceptable equivalent of education, job skills and experience along with demonstrated experience in customer service and office computer skills is essential. A general knowledge of appropriate legislation and overall municipal services/functions must be acquired to fulfill the requirements of this position.

As this role is a front-line position it calls for good customer service, communication and computer skills.

A more detailed Job Description is available on our website located under Human Resources/Employment Opportunities www.centrewellington.ca

Compensation includes attractive benefits and competitive salary of \$41,055 – \$46,186 [under review].

If this opportunity fits your interest and qualifications please send your resume marked "Confidential" no later than **4:30 p.m. on February 10th, 2012 to:**

Rick Hulley, Manager of Human Resources
Township of Centre Wellington
1 MacDonald Square, ELORA, ON N0B 1S0
Tel: 519.846.9691 ext 245
Fax: 519.846.2825
Email: careers@centrewellington.ca

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. We thank all those that apply; however only those candidates selected for an interview will be contacted.