



CUSTOMER SERVICE REPRESENTATIVE

\$46,329.44 - \$54,199.26

The Town of Caledon is seeking a Customer Service Representative reporting to the Supervisor of Customer Service/Deputy Clerk and/or Manager of Taxation. The Customer Representative will act as a Licensing Officer, Receptionist, Switchboard Operator, Tax Clerk and will provide excellent customer service to both external and internal clients and will also be responsible for the general functions associated with the Service Centre.

The successful candidate must have a Community College Diploma in Business Administration or equivalent, with the completion of the Municipal Tax Administration Program being an asset. Proficient in all MS Office programs and an understanding of database operation. Minimum of three (3) years experience in customer service or financial setting. Experience with municipal government and a broad understanding of the services offered by all levels of government. Must have a high degree of accuracy and flexibility. Excellent interpersonal and telephone skills with the ability to work under time constraints.

Interested qualified persons should apply in writing, no later than Friday, November 27, 2009 to:

Human Resources
TOWN OF CALEDON
6311 Old Church Road
Caledon, Ontario
L7C 1J6

Or by Fax 905-584-4542

Or by E-Mail hr@caledon.ca (Word Document only)

We thank all applicants and advise that only those selected for an interview will be contacted and will participate in position specific skill testing to qualify for a formal interview