



The Township of Cramahe
Requires a
Customer Services Coordinator
Maternity Leave Contract (12 months)

Department: Planning and Building

Purpose of the Position:

Reporting directly to the Chief Building Official (CBO), the Customer Service Coordinator is responsible for receiving and addressing public inquiry by phone and in person regarding services provided by the department of Planning and Building; and providing related administrative and clerical support to the public and respective department.

The preferred candidate should have:

- Excellent oral and written skills, congenial attitude and exceptional customer service skills in order to provide effective communication with the general public, contractors and staff.
- Demonstrated knowledge in computer applications including Microsoft Office and Excel.
- An ability to work in an environment with changing deadlines and priorities
- Previous municipal experience in a comparable position will be considered an asset.
- Full Job Description can be at www.cramahe.ca

Interested candidates should submit a resume no later than 4:00 pm on Monday, April 30, 2019 via:

Email: clerk@cramahetownship.ca

Or

Drop Off: 1 Toronto Street, Colborne, Ontario

Attn: Clerk

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. We thank all applicants for their interest, however, only those under consideration will be contacted. The Township of Cramahe is committed to providing accommodations for persons with disabilities. Please let us know if you require accommodation.