



INTERNAL/EXTERNAL POSTING

Employment Opportunity

Administrative Customer Service Representative **2-Year Contract**

Join our Southgate Team! The Township of Southgate is the most southern area of the lovely Grey County and is situated north of the GTA along Highway 10. We are now accepting INTERNAL/EXTERNAL applications for the position of **Administrative Customer Service Representative** in our Hopeville Administration office on a 2-year contract.

Reporting to the Municipal Clerk and the Treasurer, the Administrative Customer Service Representative position assists with the day-to-day operations of the Southgate Municipal Office and is responsible for providing customer service as well as administrative and clerical support. This position acts as the front counter customer service representative receiving payments and solving or re-directing general inquiries from customers in person at the front counter, via phone, email and online. Other responsibilities include processing incoming and outgoing mail/courier and provide support to various departments as necessary.

For a complete job description, including qualifications and further information please visit the employments opportunities section of our website (**www.southgate.ca**).

Closing Date: Thursday, October 31, 2024 at 2:00pm local time
Salary range: \$27.24/hour to \$30.27/hour

Submit resume to: Township of Southgate
Attn: Kayla Best
Re: Administrative CSR
185667 Grey Road #9, RR#1
Dundalk, ON N0C 1B0
Fax: (519) 923-9262
E-mail: employment@southgate.ca



The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of candidate selection only.