



## THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

### CUSTOMER SERVICE ASSOCIATE

(TEMPORARY FULL-TIME UNTIL DECEMBER 31, 2019 WITH THE POSSIBILITY OF EXTENSION)

The Township of Centre Wellington Building Division of the Planning and Development Department is seeking an experienced individual for a Full Time Contract in the Customer Service Associate position, who would support Centre Wellington's municipal obligations of protecting the public from undue health, hygiene and safety risks that are caused by improperly designed and constructed buildings.

**Duties & Responsibilities:** The Customer Service Associate will be expected to work independently within the framework of departmental, corporate and regulatory practices paying close attention to the need for good customer service and excellent public relations. Work is subject to policy direction and requires independent thinking. Reporting directly to the Chief Building Official, the position would be responsible for all aspects of the Township's building division service. It involves accepting applications for Building Permits and other municipal permit applications for which the Building Division is responsible, ensuring that the applications are reviewed for accuracy and completeness prior to acceptance; Receiving and coordinating requests for inspections; Assisting Building Officials by providing background information and pertinent records as required as well as various other duties as assigned.

**Qualifications:** Secondary school graduation with a minimum of 1 year experience in a public office environment that features direct public and customer contact. Proficient knowledge and experience with the Microsoft Office Suite is preferred.

**Salary & Benefits:** Compensation includes a base wage of \$28.24 per hour [2019 Rates].

**How to Apply:** Via email: [careers@centrewellington.ca](mailto:careers@centrewellington.ca) or by Mail: marked "Confidential" to the Township of Centre Wellington, 1 MacDonald Square, Elora, ON N0B 1S0, Attn: Sandra Schultz, Manager of Human Resources

**Deadline to Apply:** March 27, 2019

To learn more about the Centre Wellington community and the requirements for this position, please visit the [Township of Centre Wellington](http://Township of Centre Wellington) and search the Job Opportunities link.

*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. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance. We thank all those that apply; however only those candidates selected for an interview will be contacted.*