

# CUSTOMER SERVICE REPRESENTATIVE

## (7 month term position)

The City of Moose Jaw is seeking an individual to serve as its Customer Service Representative in the Treasury Branch of Financial Services. Reporting to the Customer Service Supervisor, the Customer Service Representative is responsible for processing customer requests pertaining to utilities, taxation, licensing, parking, bus passes, and general inquiries; operating a multi-local switchboard; performing various data entry functions; receiving payments, balancing and preparing daily cash register totals, reports and bank deposit summaries; recording postage charges and preparing monthly journal vouchers. If you have the following qualifications, this temporary opportunity will be of interest to you!

- Grade 12 plus 1 year post secondary education in administration, business, accounting or a related field
- 1 year related experience in cash handling, customer service and office administration
- Accurate typing skills at 50 words per minute
- Ability to deal courteously, effectively and tactfully with the public
- Working knowledge of computer software packages
- Fully bondable

An equivalent combination of education and experience may be considered.

If this opportunity appeals to you, please submit a resume prior to 5:00 p.m. March 31, 2017, including names of references and clearly indicating Competition #17-05 to:



City of Moose Jaw, Human Resource Services

Fax: (306) 694-4517 or

E-mail: [postings@moosejaw.ca](mailto:postings@moosejaw.ca)

*We will contact applicants we wish to consider within 2 weeks of the competition closing date. All applicants are thanked for their interest.*