



Township of Cramahe Job Posting

Position: Receptionist/Cashier - temporary

Responsible to: Director of Corporate Services

Position Summary:

This position provides administrative and clerical support assistance and is responsible for reception duties, receiving/responding to, or redirecting telephone and counter inquiries; receiving and processing payments and provides basic property tax and water bill information to the public,

RESPONSIBILITIES:

- Receptionist – greets the public, first point of contact; provides information, assistance and directs the public to the appropriate contact as required;
- Receives incoming phone calls, records public complaints and/or requests for service; redirecting or relaying communication as necessary;
- General office duties – typing of correspondence, reports, copying, meeting room bookings, opens & distributes mail, corporate records management ;
- Accepts payments from the public for taxes and other non-tax revenue;
- Provides routine information about taxation to members of the public;
- Processes tax payments, received through the mail and at the counter;
- Manages the updates and information on the Municipal website;
- Shall adhere to high standards of ethical behaviour and demonstrate his/her understanding that his/her personal actions impact the public's perception of the Municipality; and
- All additional duties as may be assigned from time to time.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge

- Post-secondary Diploma preferred or equivalent; plus related business or computer courses,
- One (1) to two (2) years reception and/or administrative support experience preferred.

Skills and Abilities

- Written communication skills, knowledge of business office procedures;
- Verbal communication skills - courteous, tactful and personable customer service skills;

- Intermediate computer skills with experience in Microsoft Office – Word, Excel, Outlook; ICompass and Great Plains would be an asset;
- Flexible, accurate, adaptable and detail oriented, with good organizational and time management skills;
- One (1) to two (2) years reception and financial administrative support.

WORKING CONDITIONS:

- Office environment dealing with the public, ratepayers, other staff, managers, Council, external agencies with significant interruptions

OTHER:

- Valid Class “G” driver’s licence; satisfactory vulnerable sector check

Terms: Temporary full-time position – duration to be determined; 35 hours per week

Hours: Monday to Friday 8:30-4:30p.m., with requirement to work hours outside of office hours.

Compensation: Grade 4, Step 1- \$19.74/hr (Salary \$35,926 per annum)

Application Process: Please submit your resume on or before December 29th, 2017 via:

Email: clerk@cramahetownship.ca

Fax: 905-355-3430

Drop Off: 1 Toronto Street, Colborne, Ontario
Attn: Clerk

The Township of Cramahe thanks all applicants for their interest in the position; however, only those candidates selected for an interview will be contacted. Personal information is collected under the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. The Township of Cramahe is an equal opportunity employer. Accommodations are available, upon request, in lite recruitment process for applicants with disabilities.