



Employment Opportunity
Receptionist/Cashier
Competition # 2021-12

Overview: The Township of Georgian Bay is looking for a Receptionist/Cashier to join our team! Reporting to the Director of Financial Services/Treasurer, this position will be responsible for answering and directing phone calls, answering public inquiries, processing payments, tracking customer issues in the software system, processing mail/courier packages, and digitalizing records.

Duties include but are not limited to:

- Answering the main phone line and recording all calls into the Township's software system.
- General customer service and administrative duties to support all departments.
- Inputting inquiries into the Township system for tracking purposes.
- Following up on open matters to ensure progress and communicate to the inquirers.
- Pulling data from the system for management and Council, as required.
- Collecting, sorting, and distributing mail including virtual mail from general email boxes.
- Processing incoming and outgoing courier packages.
- Processing payments by cash, credit or debit and accessing other online payments.

Knowledge/experience:

- College Diploma or University Degree in Business Administration (2-year program) or equivalent years of experience.
- Three (3) months relevant experience in office administration.
- Proficient with Microsoft Office Suite, preferably Office 365.
- Customer service experience.
- Experience with Customer Relations Management systems is an asset.
- Excellent professionalism and demonstrated time management skills.

Wage rate: \$19.41 (probationary rate of pay) to \$21.84 per hour, plus a competitive benefits and pension package. This position works 35 hours per week, Monday to Friday.

This is a full-time, permanent unionized position covered under OPSEU Local 328.

Interested individuals are asked to forward their resume and cover letter no later than **4:00 p.m. on July 13, 2021** to the Human Resources Department by email jobs@gbtownship.ca

The Township of Georgian Bay is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest in the Township of Georgian Bay; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Privacy Protection Act, all information collected under the authority of the Municipal Act, 2001, will be used only during the selection process for the subject of posting.