



## Student – Customer Service Representative

Summer 2025

Competition #2025-02

The Township of Georgian Bay is a growing water-based community located in the District of Muskoka along the eastern shore of beautiful Georgian Bay. We have a multitude of inland lakes, are a gateway to the world-famous 30,000 Islands and the access point to Georgian Bay Islands National Park. Steeped in history, our cultural roots are an important part of our community.

The Township has a permanent resident population of approximately 3,500 and an additional seasonal population of around 17,500. The municipal office is located in Port Severn which is a short commute from Barrie, Midland, Orillia, Parry Sound, and surrounding areas. Read our [Community Profile](#) to learn more about the Township.

**Overview:** We are looking for a Customer Service Representative to join our team from May – September 2025. Reporting to the Chief Building Official, you will be responsible for providing excellent customer service in a professional and courteous manner. You will also assist with a variety of administrative duties and gain transferrable skills while learning more about the Township of Georgian Bay.

### **Duties include but are not limited to:**

- Provide customer service assistance by performing reception duties, responding to public inquiries via front counter service, over the phone, and by email.
- Assist customers with the completion of forms and applications, as required. Review forms/applications for level of completeness.
- Perform cashier duties, including receiving and processing customer cash payments for parking passes, dog tags, etc.
- Assist with records management.
- Support various departments with administrative functions, as required.

### **Knowledge/experience:**

- Currently enrolled or recently graduated from a post-secondary education program, preferably Office/Business Administration, or a related field of study.
- Excellent public relations and interpersonal skills to deal courteously and effectively with members of the public.
- Computer skills including proficiency with Microsoft Office Suite.
- Experience in cash payment processes would be considered an asset.

**Wage rate:** \$19.20 per hour, based on a 35-hour workweek, Monday to Friday. This temporary position will run from May 12<sup>th</sup> to August 29<sup>th</sup>, 2025.

Interested individuals are asked to forward their resume and cover letter no later than **4:00 p.m. on January 17<sup>th</sup>, 2025**, to the Human Resources Department by **email** [jobs@gbtownship.ca](mailto: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.