

# CASUAL CUSTOMER SERVICE REPRESENTATIVE

The City of Moose Jaw is looking for individuals who can assist in providing relief to our full-time staff on an as needed basis. Duties would include providing multi-function support for the various Treasury Branch programs by processing routine requests and applications for service and responding to routine inquiries. The role includes:

- Act as a cashier and process various cashier transactions and other remittances at the Cashier's wicket
- Balance daily cash registered totals
- Perform various filing and typing duties
- Assist in the preparation of all outgoing notices produced by the Treasury Branch
- Receive and record water readings providing readings to the Utilities Accountant
- Act as receptionist at the inquiry desk
- Issue parking permits and bus passes
- Receive and process all incoming mail and deliveries

Qualified applicants will possess:

- 1 year post secondary education in Administration, Business, Accounting or a related field, or an equivalent combination of education and experience.
- Minimum 1 year related experience in cash handling, customer service and office administration.
- Accurate data entry and word processing (8000 kph)
- Experience with computer software packages including spreadsheets and word processing and learn specialized software.
- Able to communicate clearly, effectively, both verbally and in writing.
- Ability to deal courteously, effectively and tactfully with the public.
- Fully bondable.

Wage rate: \$22.93 per hour

Please submit a resume prior to 5:00 p.m. Feb 8, 2024 including names of references and clearly indicating Competition #24-10 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.*