



**Finance and Community Development
Customer Service Representative
Term Position**

The **Municipality of Kings** is one of the fastest growing regions in Nova Scotia. It has a unique blend of urban and rural communities and offers a wonderful quality of life to its residents. The Municipality has a great term opportunity for a Finance and Community Development Customer Service Representative. If you feel that your customer service skills are top-notch and you are the type of person that will go above and beyond to serve the customer, then we need to hear from you!

The successful candidate will provide support to the following areas:

- Provide prompt and exceptional customer service in Community Development and Finance Service Area;
- Provide coverage for other staff while on vacation;
- Answer all public inquiries and/or direct to the appropriate service area for resolution;
- Answer phones and wait on customers at the front counter;
- Receive /Process permit applications;
- Process counter receipts, input tax payments to our financial system;
- Balance cash, prepare edit reports and prepare bank deposits;
- Provide administrative support (file management, letters, correspondence, filing, scanning);
- Perform other office duties as required;
- Take minutes at meetings as required; and
- Be required to work until September 28th.

Minimum Qualifications for the position:

- Grade 12 or equivalent with post secondary courses in accounting / finance;
- Ability to multi-task is critical;
- One to three years of superior customer service experience;
- Motivated and enthusiastic team contributor;
- Strong Knowledge of computer applications within a Windows environment with an emphasis on Microsoft Word and Excel;
- Strong interpersonal and public relations skills; and
- Ability to communicate effectively (written and verbally) with both technical and non-technical parties.

This is a non-unionized term position that can begin immediately with an expected end date of Friday, September 28th, 2018. Hours of work (Monday to Friday) 8:30 AM to 4:30 PM. The Municipality offers a competitive salary (Level 4 of the Municipal Pay Band - \$22.15 to \$25.41/hour and vacation pay. This job posting will remain open until filled.

To Apply:

- **Please demonstrate in your application** how you meet the above qualifications.
- **To apply for this position, please click [here](#)** and you will be redirected to Careerbeacon.

The Municipality of the County of Kings is committed to building and fostering an inclusive and welcoming workplace. We are an equal opportunity employer.