



COUNTY OF RENFREW

Employment Opportunity

SOCIAL SERVICES – ONTARIO WORKS

We are committed to ensuring a professional client-focused approach, which recognizes individual worth and fosters forward movement towards personal and financial independence. Given the resources at our disposal, we will endeavour to operate with maximum efficiency and effectiveness to ensure that all legislative services are delivered in a courteous, accurate and expedient manner, in an environment, which both encourages and assists our clients.

CUSTOMER SERVICE REPRESENTATIVE

(Contract – Up to Six (6) Months)

PEMBROKE SITE

Reporting to an Ontario Works Supervisor, the Customer Services Representative provides support to the Ontario Works Division in the day-to-day administration for the delivery of services while maintaining confidentiality.

Qualifications:

- Grade 12 Diploma – with post-secondary courses in a relevant field.
- 6 to 9 months experience in an office setting.
- Excellent interpersonal, verbal, and written communication skills.
- Advanced computer and keyboard skills with word processing and spreadsheet software.
- Valid driver's license and access to a reliable vehicle.

Compensation: \$19.99 - \$22.81 per hour. No benefits.



***Please send your resume,
stating Competition #10-03,
by 4:00 p.m., Friday January 15, 2010 to:***

Human Resources
County of Renfrew
9 International Drive
Pembroke, ON K8A 6W5
FAX: (613) 735-7590
EMAIL: hrinfo@countyofrenfrew.on.ca
(in MS Word or pdf format)

***Thank you for your interest, however, only applicants
considered for an interview will be contacted.***

