

Customer Service - Summer Intern

The **Municipality of the County of Kings** is looking for a dynamic, values-based individual to support our vision of being *a community of communities where all people belong* by joining our fantastic team.

Our commitment is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. If you are ready to take on the challenge, we invite you to consider joining us in our mission of providing municipal services to residents, businesses, and organizations in a friendly, effective, and innovative manner.

We encourage applications from Indigenous People, Persons of African Descent, and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons, and members of other historically underrepresented communities. While we recognize the inherent difficulty of doing so, if you are a member of a traditionally excluded or marginalized community, you are encouraged to self-identify in your cover letter or your resume.

This position will offer the successful candidate an opportunity to improve their skills and gain experience working in a municipal environment.

Hours - Monday to Friday 8:30am – 4:30pm (35hrs/week)

Wage - \$21.00 per hour

Work term is from May 5, 2025 to August 29, 2025

Reporting to the Manager of Inspections and Enforcement the Customer Service Summer Intern will:

- Provide prompt and exceptional customer service for all municipal departments by being the first point of contact for the public.
- Answer all public inquires and / or engage with customers to ensure proper redirection, if required.
- Prepare cash drawer, process counter receipts, input payments, balance cash and complete bank deposits for approval.
- Respond to property tax inquiries.
- Process building permit applications.
- Issuance of dog tags.
- Schedule fire and building inspections.
- Provide administrative support including filing, sorting and distributing all incoming mail and preparing outgoing mail, scanning documents, file management and other general administrative duties.
- Other duties as assigned.

Requirements

- Grade 12 or equivalent and currently enrolled in a post-secondary program for Office Administration, Business, Accounting or another related program.
- Previous Customer service experience is considered an asset.
- Strong knowledge of computer applications within a Windows environment with an emphasis on Microsoft Word, Excel and Outlook.
- Ability to communicate effectively.
- Motivated and enthusiastic team contributor.

To apply, please merge your cover letter and resume into one document and email Cathy Nichols, Human Resources Manager at workhere@countyofkings.ca. Submission deadline is **4:30pm Friday, February 21, 2025**.

To provide an equitable experience for all candidates, the Municipality is happy to offer accommodation, adjustments, and changes throughout our recruitment process. Persons who anticipate needing accommodation for any part of the recruitment process may contact, in confidence, workhere@countyofkings.ca.

Offer of employment is conditional upon the completion of all applicable reference and background checks.

We thank all applicants for their time and effort in applying, however, only applicants selected for an interview will be contacted.