

## CLIENT SERVICES REPRESENTATIVE, COMMUNITY SERVICES TEMPORARY FULL-TIME

The Town of Morinville is currently seeking a Temporary Full –Time Client Services Representative for a one year term to join the Community Services Team. The Client Services Representative provides front-line service for the Community Services Department. The incumbent will manage multiple administrative functions within established guidelines and policies, work with sensitive information and maintain confidentiality while monitoring and coordinating a variety of office activities.

### Primary responsibilities include:

- Duties include, but are not limited to: answering telephones, responding to email, and counter inquiries, assist with organizational documents when necessary, manage internal and external departmental correspondence, mail distribution, report preparation support for the Manager and staff as requested, other duties as assigned by the Manager.
- Enter and maintain data collected in the Parks & Recreation software program (Rec Desk) for all user groups and individual bookings, program registrations and school bookings at the MCCC. Confirm bookings and respond to all inquiry requests. Perform program registrations and point-of-sale cross promotion, including financial details management.
- Promotion of programs and services of the Community Services Department which includes promotion of all services, programs, community facilities and in particular promotes the Community Cultural Centre and the Morinville Leisure Centre.
- Assist community user groups in booking local school facilities under the joint use of facilities program. Coordinate community sign bookings with Public Works.

**Requirements:** The ideal candidate will possess post-secondary education in office administration supplemented by a minimum of three years of related experience, preferably in a municipal government or public sector environment. Exceptional customer service, organizational, verbal and written communication skills supplemented by proficient Microsoft Office skills are required. Experience with MS Dynamics GP and Rec Desk software packages is considered an asset. The successful candidate will be required to provide a Vulnerable Sector Criminal Record Check.

### Salary Range:

\$45,662—\$54,532 (7 Step Grid) based on a 35 hour work week.

**Please submit applications by 12:00 pm on August 30,2019 quoting “Temporary Full-Time Client Services Representative ,Community Services—Competition # 201929”.**

### Please submit applications to:

Human Resources, Town of Morinville  
10125-100 Avenue, Morinville, AB T8R 1L6  
Email: [hr@morinville.ca](mailto:hr@morinville.ca) | Fax: 780-939-5633 | Web: [www.morinville.ca](http://www.morinville.ca)

**This competition will remain open until a suitable candidate is found.**

The Town of Morinville thanks all applicants for their interest; however, only those under consideration will be contacted.

