



Part Time Customer Service Clerk - WCC

Reporting to the Manager Business and Community Services Community Services, the Part Time Customer Service Clerk is responsible for office reception and clerical functions. They would also assist with facility scheduling and permits, program registration, punch cards, accounts payables/receivables and other functions as assigned.

The hourly wage range for this part-time, unionized position is \$22.47 – \$23.07.

Qualified applicants are encouraged to submit a current resume clearly marked “**Part Time Customer Service Clerk - WCC**” via email to recruitment@welland.ca

Posting closes at 4:00pm on Friday, December 16th, 2022.

A detailed job description can be obtained by visiting our website at www.welland.ca .

The City of Welland is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. The City of Welland is committed to accommodating persons with disabilities. Should you require any accommodations, we will work to meet your needs.

All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted. No phone calls please.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.