

Casual Customer Service Clerk

City of Nelson Competition #25CU39



POSITION SUMMARY:

The Customer Service Clerk provides frontline support to the public through in-person, phone, and online channels, while also performing a variety of administrative duties to support internal teams across multiple municipal departments. This role helps ensure efficient daily operations and effective communication between the organization and the community.

Essential Qualifications:

- Education, Training and Experience:
- High school diploma or GED.
- One year of post-secondary education in business, administration, or a related field preferred.
- At least two years of recent, related customer service or administrative experience;
- OR
- Or an equivalent combination of education, training, and experience.
- WHMIS certification.

Rate of Pay:	\$36.41 (per the CUPE 339 Collective Agreement.)
Hours/Days of Work:	Casual On-Call Position.
Application Deadline:	Open until filled
Available Positions:	Two (2)

To find a full description of the position role, including required qualifications and experience, please visit nelson.ca/jobs.

We look forward to hearing from you!

Interested applicants should reference #25CU39 when submitting their resume and cover letter to hr@nelson.ca

The City of Nelson is an equal opportunity employer committed to employment equity.
We encourage all qualified candidates to apply.