



Renfrew
Bridging Charm and Convenience

EMPLOYMENT OPPORTUNITY

#25.23 – CUSTOMER SERVICE REPRESENTATIVE (2 positions)

Community & Recreation Services Department

The Town of Renfrew invites applications for the position of Customer Service Representative. Under the supervision of the Community Outreach and Programs Supervisor, the Customer Service Representative is responsible for customer service, reception, and cashier functions the myFM Centre.

This is a part-time position with variable hours, ranging from 5 to 30 hours per week. The schedule will include evening and weekend shifts, with the occasional daytime shift to cover operational needs.

Qualifications:

- High school diploma or equivalent.
- Experience in customer service required.
- Familiarity with municipal administration and operations is considered to be an asset.
- Highly developed organizational skills with the ability to multi-task, prioritize conflicting deadlines, and pay close attention to detail.
- Excellent word processing skills with advanced knowledge of Adobe, MS Word, Excel, Access, and other Windows applications.
- Excellent communication skills, with a high level of customer service.
- Experience in cash receipting and preparation of deposits.
- Criminal Record Check with results that are satisfactory to the Town.

In addition to a competitive salary under the CUPE Collective Agreement of \$22.38 per hour, the Town of Renfrew offers exemplary values, a strong community spirit, a rural quality of life, well maintained infrastructure, and an outdoor recreation paradise, all of which help to create a productive environment for personal growth and success

Qualified applicants are invited to submit their resume, stating:

“Town of Renfrew #25.23 - Customer Service Representative” by 12:00 p.m. Friday August 29th, 2025 to:

Town of Renfrew, Attn: Compensation/HR Specialist
127 Raglan Street South, Renfrew, ON K7V 1P8
EMAIL: hr@renfrew.ca (in MS Word or pdf format)

Thank you for your interest, however, only applicants considered for an interview will be contacted. Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.