



Customer Service Clerk

FULL-TIME PERMANENT POSITION

**BRING YOUR POSITIVE ENERGY AND BE A PART OF
NOVA SCOTIA'S NEWEST REGIONAL MUNICIPALITY**

something inspiring awaits

West Hants Regional Municipality is a diverse collection of rural & urban communities conveniently located in equal proximity to Halifax, the Valley, and Truro; yet its own cultural blend that brings quality family living, diversity, fun & festivities, and service centres together. If you are enthusiastic and driven and want to be part of a fun, energetic and welcoming team; we're INSPIRED and ask you to keep reading!

We strive to be an inclusive and diverse workforce that is representative, at all job levels, and of the citizens we serve. We welcome applications from Indigenous, Inuit and Metis People, African Nova Scotian's, and other racially visible people, persons with disabilities, members of the 2SLGBTQQIPAA community, and femme-identifying people. If you are a member of one of the equity groups, you are encouraged to self-identify, either in your cover letter or resume.

If you are inspired with this work environment, you are encouraged to apply for our **Customer Service Clerk** position.

The **Customer Service Clerk** is the first point of contact at the West Hants Regional Municipality and provides a welcoming environment to all customers entering our facility or contacting us through telephone or emails. The Customer Service Clerk responds to all customer requirements, and are responsible for processing payments, assist with mailouts, and supporting the Financial Services department.

What We Offer:

- Regular hours are Monday – Friday, 8:30am-4:30pm (35 hours per week)
- Overtime opportunities as required
- Annual vacation leave
- Competitive benefits package including health, dental, and wellness benefits
- Company match pension plan

What we're looking for:

- Excellent customer service and communication skills (verbal and written)



- Ability to analyze data, maintain accuracy, and perform detail oriented tasks
- Strong work ethic, resourceful, and takes pride in providing a safe and inclusive space for community members
- Willingness and ability to learn new process, systems, and software

A copy of the job description can be found by clicking on the following link:

[Employment Opportunities West Hants Regional Municipality](#)

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Freedom of Information and Protection of Privacy Act, Nova Scotia.

Qualified applicants are invited to submit their CV or resume with cover letter (merged into one PDF document) with “**Customer Service Clerk**” in the subject line no later than 4:30pm on **Friday March 13, 2025**, to the attention of Katie Rose, HR Manager at [**apply@westhants.ca**](mailto:apply@westhants.ca)