



## **Customer Service Clerk Permanent Full-Time Job Posting**

West Hants Regional Municipality, a growing and vibrant community located just 30 minutes from the provincial centre, is seeking an individual to fill the position of Customer Service Clerk. Reporting to the Revenue Services Supervisor, the Customer Service Clerk will provide customer service to the residents of West Hants.

The preferred candidate will have office administration education, and a minimum of two years of related experience. Municipal government experience would be considered an asset.

West Hants Regional Municipality is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. A complete copy of the job description can be obtained at:

<http://www.westhants.ca/employment-opportunities/>

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 no later than **12-noon on Friday, March 31, 2023** to:

Carol Fielding, Manager Revenue and Cash Management  
West Hants Regional Municipality  
76 Morison Drive, PO Box 3000  
Windsor, NS, B0N 2T0  
Email: [cfielding@westhants.ca](mailto:cfielding@westhants.ca)

Please note, only those who are short listed will be contacted.