

How to Apply to a Job Posting

1. Visit <https://careers.clarington.net/> to view current career opportunities or search for a specific position.

Search Career Opportunities

2 Results found in all locations for all departments	Closing Date
Part-Time Customer Service Representative	Ongoing +
Adult Crossing Guards	Ongoing +

2. Select the desired posting and view details.

Part-Time Customer Service Representative Ongoing -

Posted: Jun 01, 2021
Open Positions: Ongoing

Department : Community Services

Reporting to the Customer Services Coordinator, the successful candidates will provide front line support and exceptional customer service to the public and perform the outlined responsibilities.

Responsibilities for all Positions:

1. Complete program and membership registrations and point of sale entries for all Community Services patrons.
2. Provide superior customer service by responding appropriately to public inquiries in person, over the phone and

...

[View Details](#)

3. Review position details and click Apply Now.

Open Date	Jun 01 2021 - 11:00:00 AM	Close Date	Ongoing
Position Title	Part-Time Customer Service Representative	Posting Type	Permanent – Part Time (Non-Affiliated)
Posting Status	Active	Position Length	Part Time
Department Group		Hours per Week	Maximum of 24 hours
Department	Community Services	Openings	Ongoing
Education	Degree or Diploma or possess equivalent qualifications in skills and work experience to the satisfaction of the Director	Company	Municipality of Clarington
Location	Recreation Facilities (various)		
Salary Range	\$19.74 per hour		

[Apply Now](#)

4. Sign in using your email address and password. If you do not have an account, click on Don't Have an Account and follow the [step-by-step instructions](#).

Sign In

Email

 Enter Address

Password

 Enter Password

Remember Me

[Sign In](#)

[Don't Have an Account?](#)

[Forgot Password?](#)

5. Upload a copy of your resume. You may also upload a cover letter or any other relevant documentation.

Requested Documents

Resume Upload *
 No file chosen

Cover Letter Upload
 No file chosen

Other Documentation Upload
 No file chosen

6. Note: Some job postings may require you to complete pre-screening questions specific to the job you are applying for. Select the appropriate answers from the drop-down menu provided.
7. Once you have completed all mandatory fields, click Submit.



8. Upon successful completion of your application, you will receive an instant notification and email confirmation.

