



EMPLOYMENT OPPORTUNITY

Customer Service Representative- Full-Time

Start Date - January 2027

The Municipality of Barrington is seeking an enthusiastic, organized, and customer-focused individual to join our team as a Customer Service Representative.

As the first point of contact for residents and visitors to the Municipal Administrative Centre, you will play an important role in providing friendly, professional, and efficient service. Responsibilities include responding to inquiries about municipal programs and services, accepting and processing payments, assisting residents in finding the information they need, and providing administrative support to the Senior Safety & Services Coordinator.

The ideal candidate will have a diploma in Office Administration, Business Administration, Accounting, or a related field, along with a minimum of two (2) years of office-based customer service experience. Municipal experience would be considered an asset.

We are looking for someone with strong communication and interpersonal skills, excellent organizational abilities, attention to detail, and solid computer skills. The successful candidate will be comfortable managing multiple responsibilities, adapting to changing priorities, and providing excellent service in a busy environment.

If you enjoy helping people, working as part of a team, and making a positive contribution to your community, we'd like to hear from you!

Interested candidates are invited to send in their resume with a cover letter to Ldeon@barringtonmunicipality.com no later than 4:30 p.m. on November 6, 2026.

We thank all candidates for their interest, however, only those selected for an interview will be contacted.

*A copy of the job description can be obtained upon request.

