



TOWNSHIP OF
**Adelaide
Metcalfe**

Join our team as the:

**Customer Service Representative and
Communications Coordinator**

The Township of Adelaide Metcalfe is situated on the western edge of Middlesex County, northwest of Strathroy. Positioned along the Highway 402 corridor, the Township spans 17,793 hectares and is home to approximately 3,011 residents. Its borders include North Middlesex to the north, Southwest Middlesex to the south, and Strathroy-Caradoc to the east. To the west, it shares boundaries with Lambton County, specifically the Township of Warwick and the Municipality of Brooke-Alvinston.

Overview of the Position

The Customer Service Representative/Communications Coordinator is the first point of contact for the public, handling inquiries and directing requests within the office. This role is integral to the day-to-day operations of the Township, providing essential administrative support to ensure the smooth execution of routine tasks and activities. Additionally, the position collaborates with the Clerk & Manager of Legislative Services to implement effective communication strategies that foster community engagement across multiple platforms, supporting both internal and external initiatives. The ability to manage multiple priorities and occasionally work under deadline pressures is a key aspect of this role.

Additional details and a full job description are available here: www.adelaidemetcalfe.on.ca.

What We Offer

The Township provides competitive compensation, complete with comprehensive health and dental benefits which also includes a health care spending account, and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan. The hourly compensation range for this position is \$27.30 to \$31.94 per hour.

How to Apply

Interested candidates are invited to submit their cover letter and resume to Mr. Michael Barnier, Clerk and Manager of Legislative Services, by email at hr@adelaidemetcalfe.on.ca by **11:59 p.m. on Tuesday, December 10, 2024.**

The Township is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of *the Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection purposes only.