

April 2025

General Office Clerk

Description: A full-time vacancy at the CTS office now exists. This position is responsible for customer service, daily cash reports, balancing cash, deposits, payment processing, assisting with notice of arrears and disconnection notices, some accounting responsibilities, as well as all other duties as assigned.

Qualifications:

- Preferably a post-secondary education in business/accounting or work experience equivalency.
- Excellent computer skills with knowledge of Microsoft Office programs such as Word, and Excel.
- Good interpersonal and communication skills, both oral and written.
- Knowledge of telephone / telecommunications industry an asset.
- Customer service an asset.
- Bondable and confidentiality are requirements.
- Bilingualism is an asset (French and English).
- Knowledge and experience with NISC is an asset.
- Ability to perform mathematical calculations.
- Good problem-solving skills.

Basic Position Outline:

- Payment processing
- Answer telephone inquiries and serve customers at counter.
- Assist customers with telephone, internet and television concerns.
- Disconnections/ Collections
- Miscellaneous accounting roles
- Other duties as assigned.

Starting Date: To be determined

Salary: Range: \$38,893 to \$44,317 per year depending on experience

Interested full-time individuals are invited to submit their résumé detailing related education, qualifications, and experience no later than **Friday, April 25, 2025, at 4:00 p.m.** to:

Roxanne DesRoches, Office Manager
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Cochrane, ON P0L 1C0
Roxanne.desroches@cochranetel.ca

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