



**Fire Services Receptionist (part-time)**  
**Peterborough Fire Services**  
**File #19-P-40**

### Job Details

To provide front-line customer service for Peterborough Fire Services and administrative support to Fire Services staff.

### Qualifications

We require an individual with a two year college diploma in Business or Office administration or equivalent and up to six months administrative experience. Experience in Fire Services would be an asset. The incumbent must have excellent capabilities in word processing, spreadsheet and database software and systems. Must be a team player with a commitment to quality customer service. Must demonstrate a strong commitment to maintaining confidentiality in accordance with local policy and applicable legislation.

### Salary

\$19.78/hour

### Application Information

Qualified applicants are invited to submit a résumé and cover letter, quoting file number, no later than 12:00 p.m. on **Tuesday, April 23, 2019**, to:

City of Peterborough, Human Resources Division, City Hall, 500 George Street North, Peterborough, Ontario K9H 3R9. Fax: (705) 742-7021 [hr@peterborough.ca](mailto:hr@peterborough.ca)

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The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application, but advise that only those selected for an interview will be contacted.

[www.peterborough.ca/jobs](http://www.peterborough.ca/jobs)