



An ocean of opportunity

EMPLOYMENT OPPORTUNITY

Customer Service Representative – Recreation Services Part-Time

The Municipality of Barrington is now accepting applications for an experienced, enthusiastic, and career-minded person to fill the role of **Customer Service Representative**.

The Customer Service Representative plays a key role in delivering high-quality service to the public across a range of municipal recreation services and facilities. The Customer Service Representative is often the first point of contact for residents and visitors and is responsible for providing accurate, helpful, and timely information in-person, by phone, via email, and through online platforms. This position supports facility bookings, program registration, equipment lending, membership services, and event and program delivery.

The ideal candidate would have a Diploma in Office Administration, Business Administration, Accounting, or a similar program, a minimum of two (2) years of experience in a customer service environment, have computer proficiency including thorough knowledge of Microsoft Office and familiarity with online booking software.

In addition, the candidate should also have exceptional interpersonal skills and communication skills, strong organizational skills and the capacity to multi-task in a fast-paced environment, responding with flexibility to changing priorities.

Interested candidates are invited to send in their resume with a cover letter to ldion@barringtonmunicipality.com no later than 4:30 p.m. on May 22, 2026.

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

