

**GREATER SUDBURY UTILITIES**  
Is looking to expand its casual worker pool.



**CASUAL EMPLOYMENT – ADMINISTRATION SERVICES/CUSTOMER ACCOUNT REPRESENTATIVE**

Are you looking for casual employment? Greater Sudbury Hydro Plus Inc. is looking for individuals who would like to work on an on-going basis to supply relief when the necessity arises. Our casual pool responds to absences for those regular employees on vacation or sick leave.

As the ideal candidate you:

- Have a post secondary education
- Have a minimum of 2 years experience in an office environment
- Have strong computer skills; specifically, excellent working knowledge of Word and Excel
- Have payment processing experience
- Possess excellent verbal and written communication, organization, problem solving and time management skills
- Are detail-oriented and committed to meeting deadlines
- Must be flexible in responding to work when the need arises.

In addition, the following qualifications would be an asset:

- French language skills
- Courses in basic accounting principles

Interested applicants are invited to submit a detailed resume by Friday, January 27, 2017 no later than 4:30 p.m. to:

**Human Resources  
Greater Sudbury Hydro Plus Inc.  
P.O. Box 250  
Sudbury, ON P3E 4P1  
humanresources@sudburyhydro.com**

We thank all applicants for their interest in our organization, however, only those applicants selected for an interview will be contacted.