



**GREATER SUDBURY UTILITIES
has an opening for the following position**

CUSTOMER SERVICE REPRESENTATIVE

Reporting to the Supervisor – Customer Service the successful candidate will manage all aspects of the customer; from meter reading coordination, bill preparation, and bill production, through account inquiries, service requests and collection of overdue accounts.

Minimum Qualifications Required:

- strong computer skills-specifically excellent working knowledge of Word and Excel
- excellent organizational, analytical problem solving and time management skills
- a post-secondary education
- approximately twelve months experience in an office environment
- excellent written and verbal communication skills
- excellent customer service skills
- bilingualism (French & English) would be an asset

Interested applicants are invited to submit a detailed resume by **Friday February 2, 2018**, 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**

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