



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

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

Are you looking for casual employment? Greater Sudbury Utilities 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, analytical, 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, June 1, 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@gsuinc.ca](mailto:humanresources@gsuinc.ca)

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.