



**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, 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 July 6, 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](mailto: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.