



## **GREATER SUDBURY UTILITIES**

has an opening for the following position

### **CUSTOMER SERVICE REPRESENTATIVE**

Reporting to the Supervisor of Customer Service the successful candidate will manage all aspects of the customer; from meter reading coordination, bill preparation, bill production, thorough 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, October 18, 2019**, 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**

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.

If you are selected to participate in the recruitment process for the position to which you have applied and require a disability-related accommodation, please notify the Human Resources Department.