



## **GREATER SUDBURY UTILITIES**

has an opening for the following position

### **CUSTOMER SERVICE REPRESENTATIVE**

Greater Sudbury Utilities Inc. (GSU) is a diversified, community-owned corporation focused on excellence, innovation, and growth. The GSU group of companies provides leadership in energy distribution, alternative generation, water heater rental products, and leading-edge telecommunications technologies and services.

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, responding to customer inquiries and collection of overdue accounts.

#### **Minimum Qualifications Required:**

- strong computer skills
- 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
- exceptional customer service skills
- bilingualism (French & English) would be an asset

Interested applicants are invited to submit a detailed resume by **Monday, July 31, 2023**, no later than 4:30 p.m. to:

**Human Resources  
Greater Sudbury Utilities 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.