

## **GREATER SUDBURY UTILITIES**

**has an opening for the following position**

### **CUSTOMER SERVICE REPRESENTATIVE (Administration of Customer Accounts)**

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 in our energy distribution company, the successful candidate will manage all aspects of the customer's utilities account; from meter reading coordination, bill preparation, bill production, responding to customer inquiries and collection of overdue accounts.

#### **Seeking the following qualifications:**

- exceptional customer service and strong computer skills
- excellent organizational, analytical problem solving and time management skills
- excellent written and verbal communication skills
- dependable and punctual
- a high school diploma is required
- approximately twelve months experience in an office environment
- bilingualism (French & English) would be an asset

Interested applicants are invited to submit a detailed resume by **Friday, December 12, 2025**, no later than 4:30 p.m. to:

**[jobposting@gsuinc.ca](mailto:jobposting@gsuinc.ca)**

At GSU, we value the diversity of backgrounds, identities, and perspectives within our team in accordance with the principles of employment equity. We encourage applications from people who identify themselves as members of designated groups. We invite people with disabilities to email [jobposting@gsuinc.ca](mailto:jobposting@gsuinc.ca) with any requests for accommodation or adaptation during the recruitment process, in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (Regulation 191/11).

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