



Customer Accounts Representative

Grimsby Power is located in the Town of Grimsby, on the western edge of the Region of Niagara. Grimsby Power serves over 11,900 customers and is committed to providing the Town of Grimsby with an economical, safe and reliable supply of energy.

Reporting to the Regulatory and Customer Accounts Supervisor the Customer Accounts Representative is responsible for the complete and accurate processing of customer account information, billing, payments and collections. This includes all manual and computerized data input, calculations, general clerical functions, and correspondence involved in providing these services, in accordance with corporate policies and procedures and Ontario Energy Board regulations.

The successful applicant will have the following minimum qualifications:

- Computer proficiency in a Windows environment, word processing, spreadsheet and database applications.
- Minimum of Grade 12 Secondary School Diploma, or equivalent.
- Post secondary education, at a recognized College or University, in Business or Office Administration would be an asset.
- Experience in a customer service environment would be an asset.
- Excellent interpersonal, communication, and organizational skills required.
- Valid "G" driver's license.

Qualified applicants are invited to forward their letter of application and resume, which clearly demonstrates how they meet the requirements of the position, by **Friday, November 18, 2022**. Please reference "Customer Accounts Representative" in the subject line.

Human Resources
Grimsby Power Incorporated
231 Roberts Road
Grimsby, ON L3M 5N2
Email: careers@grimsbypower.com

The full Job Description is available on Grimsby Power's website <https://www.grimsbypower.com/>

No phone calls please. Grimsby Power is an equal opportunity employer. We thank all applicants for their interest; however, only those selected to be interviewed will be contacted.