



## **INTERNAL JOB POSTING – CASHIER UNIONIZED POSITION WITH PWU CUPE LOCAL 1000**

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Halton Hills Hydro Inc. is currently seeking a dynamic, highly motivated individual to fill the position of Cashier. This position reports to the Customer Care Manager.

### **DUTIES:**

- Handle incoming customer inquiries at the front counter;
- Accept and process customer payments;
- Balance cash;
- Reception duties, including answering the phone, opening mail, and scanning documents;
- Reconcile bank statements with deposits;
- Operation of mail insertion machine;
- Greet walk-in customers, as required;
- Other duties as assigned.

### **SKILLS AND QUALIFICATIONS:**

- Minimum Grade 12 education obtained;
- Proven experience in customer service;
- High level of interpersonal skills, demonstrating respect for all customers and all employees; commitment to a culture of respect in the workplace;
- Excellent communication skills (both verbal and written), as you respond to a variety of customer inquiries and concerns, with best in class customer service;
- High attention to detail; ensure high level of accuracy;
- Superior listening skills to clearly understand situations presented and determine course of action;
- Strong organizational skills; reliable with a professional manner;
- Above average computer skills, with demonstrable proficiency using Microsoft Office Suite with ease;
- Must possess the ability to work with minimal supervision in order to meet strict deadlines; must cope well under pressure;
- Demonstrated commitment to safety in the workplace for the protection of employees and the general public.

This is a union position and wages will be paid in accordance with the Collective Agreement.

Resumes are to be forwarded in confidence to [hr@haltonhillshydro.com](mailto:hr@haltonhillshydro.com) with Cashier in the subject line.

**Closing Date: Friday July 8, 2022**

HHH is an equal opportunity employer and is committed to providing a recruitment process that respects the dignity and independence of all candidates. Should you require accommodation at any stage in the recruitment, assessment, and/or selection process please consult with HHH's Human Resources Department.

We thank all applicants for their interest; however only those candidates selected for an interview will be contacted.