



NORTH BAY HYDRO DISTRIBUTION LIMITED

REQUIRES A

TEMPORARY CASHIER

North Bay Hydro Distribution Limited (NBHDL) strives to provide high levels of customer satisfaction and reliable electrical service within the community of North Bay. We value employees and are looking for the right person to come and join our exciting and dedicated team.

As a Temporary Cashier, you will be responsible for providing the highest level of customer service. As a front-line ambassador, you will be expected to represent NBHDL in a professional and effective manner to enhance the customer experience.

This position is temporary, with a minimum of 20 hours per week from May to October 2022, with the potential for 35 hours per week. The maximum number of days worked in a year would be 120 days.

As a Temporary Cashier your main responsibilities will include:

- Promoting and maintaining excellent customer and employee relations at all times
- Performing processes related to cash including accepting and processing payments, reconciling and balancing
- Reception and general office administration duties
- Ensuring compliance with corporate policies related to customers

You are the ideal candidate if you have:

- Grade 12 Secondary School Graduation Diploma and some post-secondary accounting credits preferred
- Excellent verbal and written communication skills and have an aptitude for mathematics
- Proficiency in Microsoft Office application
- Ability to deal positively with customer concerns
- Strong problem-solving skills
- Strong multi-tasking capability and comfortable with routine work
- Ability to act professionally while working in a fast paced and changing environment
- Ability to work independently or effectively as part of a team

Interested applicants should submit their resume detailing related education, qualifications, and experience by email to:

HR@NorthBayHydro.com

Applications will be considered until March 17, 2023

North Bay Hydro Distribution Limited is an equal opportunity employer Personal information submitted will be solely used to determine eligibility for employment in this position.

We thank all applicants, but only those selected for a personal interview will be contacted.