Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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Job Board Posting

Careers.Indigenous.Link

District Support Representative

Job ID	**82-F2-6F-77-B8-D0**	
Web Address	https://careers.indigenous.link/viewjob?jobname=82-F2-6F-77-B8-D0	
Company	Manitoba Hydro	
Location	The Pas, Manitoba	
Date Posted	From: 2018-10-09	To: 2018-10-26
Job	Type: Full-time	Category: Public Administration
Languages	English	

Description

We are seeking an experienced District Support Representative for a permanent full-time position in The Pas, Manitoba. You may be required to travel to outlying districts within The Pas Customer Service Centre.

You will perform a variety of complex duties, provide customer information service responding to telephone, counter, and written queries and initiate action to comply with requests and resolve problems or concerns diplomatically.

Responsibilities:

-Provide prompt, courteous and effective telephone and counter service to customers requiring assistance with their account, service or related matters.

-Provide detailed account analysis as required in dealing with customers.

-Review metered consumption.

-Receive and analyze data on the Banner Systems for billing and collection purposes ensuring all available required information is recorded accurately.

-Will be required to assist with: District work orders, time entry, wiring permits, issue receipts for customers at the counter.

-Assist as required with the collection of delinquent accounts.

-Work on a rotation basis to maintain inquiry service.

-Travel to surrounding District Offices as required.

Qualifications:

You will have Grade 12 education or equivalent with proficiency in Mathematics, typing ability of 40 w.p.m., and two years related customer service experience. You will also have working knowledge of Microsoft Word, Excel, Outlook and the Internet. You will be capable of dealing in a tactful and courteous manner with the public and staff with the ability to handle confidential information with discretion. You will be required to possess a valid Province of Manitoba Driver's Licence.

How to Apply

Visit www.hydro.mb.ca/careers to learn more about this position and to apply online. The deadline for applications is October 25, 2018. We thank you for your interest and will contact you if you are selected for an interview.

Available in accessible formats upon request.