



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.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

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District Support Representative

Job ID	39-69-7C-12-2C-C2	
Web Address	https://careers.indigenous.link/viewjob?jobname=39-69-7C-12-2C-C2	
Company	Manitoba Hydro	
Location	Lac Du Bonnet, Manitoba	
Date Posted	From: 2018-10-12	To: 2018-10-23
Job	Type: Full-time	Category: Office
Languages	English	

Description

We are seeking a District Support Representative for a six to twelve month term position in Lac du Bonnet, Manitoba. You will be required to work nine days in a ten day work cycle.

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 Customer Service 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, and prepare bank deposits.
- 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 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

Apply Now!

Visit www.hydro.mb.ca/careers to learn more about this position and to apply online.

The deadline for applications is October 23, 2018. We thank you for your interest and will contact you if you are selected for an interview.

Available in accessible formats upon request.