



Cashier – Temp (6 month contract) – Halton Hills Hydro

Acton, On | Contract | On-Site

Halton Hills Hydro Inc. is currently seeking a dynamic, highly motivated individual to fill the position of Cashier (temp 6 month contract). This position reports to the Customer Care Manager.

Duties and Responsibilities

- Address 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; ensuring a 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.

How to Apply

- Email your detailed resume, in confidence to hr@haltonhillshydro.com
- Use **Cashier** for your subject line

Halton Hills Hydro Inc. is an equal opportunity employer. Accommodation is available under the *Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. Applicants, please make accommodation requirements known in advance.

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