



JOB POSTING – Temporary CASHIER 5 MONTH CONTRACT

Halton Hills Hydro Inc. is currently seeking a dynamic, highly motivated individual to fill the position of Cashier (5-month contract). This position reports to the Customer Care Manager.

DUTIES:

- 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.

Resumes are to be forwarded in confidence to hr@haltonhillshydro.com with Temp Cashier in the subject line.

This position is a 5-month contract, 35 hours per week.

Posting Date: November 11, 2025