



**LAKEFRONT  
UTILITY  
SERVICES  
INC.**

## **JOB POSTING**

### **CUSTOMER SERVICE- SUMMER STUDENT**

**Department:** Customer Service

**Reports To:** Regulatory Compliance and Billing Supervisor

Lakefront Utilities Services Inc. is looking for a self-motivated student currently enrolled or pursuing a post secondary education.

**Duties will include assisting with:**

- Responding to customers inquires
- Maintaining customers records
- Other front office duties as assigned by the Billing and Regulatory Supervisor.

**Qualifications**

- Currently enrolled in a full time post-secondary education program in Business Administration or Office Administration, for the next academic year;
- Ability to work independently and in a team environment;
- Ability to brainstorm as a team and produce great ideas with multiple input;
- Development of strong interpersonal skills, and the ability to communicate and interact with people, both individually and in groups;

Students must be enrolled full-time in a post-secondary related field with the intent to return to school full-time in the next academic year, 2019-2020.

Interested candidates are invited to submit a resume, in confidence, by 4:30 p.m. March 30th, 2019 to the attention of Human Resources, 207 Division Street, Cobourg, ON, K9A 3P6 or by email to [hr@lusi.on.ca](mailto:hr@lusi.on.ca)

We thank all candidates in advance for their interest, however, only those selected for interviews will be contacted.