



NORTH BAY HYDRO DISTRIBUTION LIMITED

REQUIRES AN

ENGINEERING CLERK

North Bay Hydro Distribution Limited (NBHDL) strives to provide high levels of customer satisfaction and reliable electrical service within the community of North Bay, Ontario. We highly value our employees and are seeking a dedicated individual to join our dynamic team.

Under the direction of the Vice-President, Engineering and Operations and the Distribution Engineer, the Engineering Clerk is responsible for providing backup support for the Operations Dispatcher, assist in the creation and monitoring of work orders and joint use permit applications, manage records and provide administrative support for the Engineering Department.

Responsibilities:

- Assist in operations dispatch and crew scheduling.
- Manage service connections, inquiries and invoicing
- Process applications such as Net Metering and Joint Use permits, ensuring completeness and tracking progress.
- Act as the primary point of contact for customers, developers, and contractors, directing inquiries and preparing documentation.
- Maintain records and ensure compliance with record retention policies.
- Support administrative tasks including scheduling, document preparation, and meeting coordination and notes.

You are an ideal candidate if you have:

- College Diploma in Business or Office Administration including database experience or equivalent experience (Minimum Grade 12 Secondary School Graduation Diploma)
- Valid Class "G" driver's license
- Well-developed verbal and written communication skills

In addition to a competitive salary, we also offer a comprehensive benefit package. Interested applicants should submit their resume detailing related education, qualifications, and experience to:

HR@northbayhydro.com

Attention: Marie Coulombe, Manager HR & Administration

Applications will be considered until Tuesday, August 6, 2024

NBHDL is an equal opportunity employer. Accommodation is available for all parts of the recruitment process under the Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Applicants need to make their needs known in advance. Personal information submitted will be solely used to determine eligibility for employment in this position.

We thank all applicants for their interest, however only those who will be requested to attend an interview will be contacted.