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Qulliq Energy Corporation
Soci t  d' nergie Qulliq
Qulliq Alruyaktuqtunik Ikumatjutiit

ENERGIZE YOUR CAREER IN THE ARCTIC!

Find your next exciting adventure in the Canadian Arctic! Join our team of highly motivated and experienced industry professionals as we provide safe, reliable, and affordable power across Nunavut.

WORKING IN NUNAVUT

Nunavut is Canada's newest and largest territory and has the fastest growing economy in the country. With breathtaking landscapes and amazing adventure opportunities, you will find excitement not only in your career, but in your free time as well. If the thought of dog sledding, snowmobiling, kayaking, ice fishing, or exploring a rich culture filled with distinct artwork and music sounds enticing, Nunavut is the place for you.

QULLIQ ENERGY CORPORATION

Qulliq Energy Corporation (QEC) is entrusted to provide safe, reliable power to all customers in Nunavut. Owned by the Government of Nunavut and operated as an arms-length territorial corporation, QEC is the sole provider of electricity and district heating in Nunavut. In comparison to other utilities in Canada, QEC faces unique challenges as it operates 25 stand-alone diesel power generation facilities and distribution systems located in each of the territory's communities.

QEC 20-043 Billing Clerk

This position is restricted to Nunavut Inuit applicants

Based out of Iqaluit, Nunavut and reporting to the Billing Supervisor, the Billing Clerk is responsible for processing customer payments, maintaining account information, and responding to general inquiries. The position is also responsible for preparing and distributing monthly bills, investigating billing discrepancies, and assisting in the preparation of monthly reports.

Duties and Responsibilities:

- Prepares, classifies, and processes monthly utility invoices for distribution.
- Responds to customer inquiries regarding invoices, work orders, meter reads, and disconnects.
- Processes work orders for customer connections, disconnections, and account transfers.
- Liaises with delinquent customers to ensure recovery of outstanding accounts.
- Processes delinquent customer security deposits required for reconnection of services.
- Applies appropriate fees to customer accounts for disconnection notices.
- Coordinates with staff to validate the accuracy of monthly meter read reports.

Required Qualifications Include:

- High school diploma.



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- One year of experience in customer service.
- One year of experience in office administration.

Assets:

- Experience in a billing environment.
- Knowledge of Nunavut, the land, language and culture.
- The ability to communicate in Inuktitut, Inuinnaqtun and/or French.

Equivalencies:

- High school education – minimum Grade 11.
- Two years of experience in customer service.
- One year of experience in office administration.

We offer a competitive starting salary range of \$66,690 to \$75,172 a northern living allowance of \$15,016 per annum, a comprehensive benefits package including a defined benefit pension program and subsidized staff housing. This position is included in the Nunavut Employees Union.

To apply send your application by email to careers@qec.nu.ca or by mail to: Human Resources, Qulliq Energy Corporation, P.O. Box 420, Baker Lake, NU X0C 0A0

Apply in writing, by **January 22, 2021**.

Applications for this competition may be considered for future employment opportunities with QEC. We thank all applicants for the interest; however, only those selected for further consideration will be contacted.