



ROCKY REA

We are looking for hardworking and organized individuals who can multi-task, and who have happy 'can-do and will-do' attitudes! Our focus and priority is our customer and it needs to be yours as well.

Requirements for all positions:

- Punctual and reliable
- Well-groomed and presentable
- Energetic, fast learner
- Proficiency in Microsoft Office applications
- Excellent level of oral communication skills
- Commitment to excellent customer service
- Enjoy working in a team environment
- Enjoy dealing with general public (membership) in person and on the phone
- Able to multi-task
- Able to work efficiently with little or no supervision
- Business Administration Diploma an asset

Member Services/Billings Clerk (full-time)

- Able to answer phones and direct calls efficiently
- Utility billing knowledge is an asset but training will be provided
- AP & AR knowledge is an asset but training will be provided

Estimator Technician (full-time)

- Able to meet strict deadlines
- Detail oriented
- Previous estimating experience is an asset but training will be provided

Member Services/Reception (full-time temporary)

- Able to answer phones and direct calls efficiently
- Utility billing knowledge is an asset but training will be provided
- AP & AR knowledge is an asset but training will be provided

Please respond before July 6, 2018, by email to:

Jerry Reglin, General Manager

Rocky REA

jreglin@rockyrea.com

403-845-4600