

Customer Service Representative

Posting date: Monday, December 09, 2024

Posting deadline: Until Filled

Pay Grade: 12

The City of Elberton is currently seeking qualified applicants. We offer a competitive compensation package including several fringe benefits such as Paid Vacation and Sick Leave, Paid Holidays, Group Medical and Dental Insurance, Employer Provided Life Insurance, Employer Provided Long-term Disability Insurance, and Two Retirement Plans—a defined benefit pension plan at no cost to the employee, and a defined contribution plan that matches employee voluntary contributions up to 6% of salary.

The Customer Service Representative is responsible for interacting with customers to provide information in response to inquiries about products and services as well as handling and resolving complaints.

Applicant should have basic knowledge of the principles, practices, procedures and techniques of utility company operations. Hold skills in operating general office equipment and maintaining accurate records. Applicant must be able to communicate effectively, verbally and in writing as well as work well under pressure and with frequent interruptions.

A full copy of the job description may be obtained by contacting the City Clerk.

This is a full-time position. Compensation will be based on qualifications and experience. Applications are available at www.cityofelberton.net Jobs. If you have questions regarding this process, please contact the City Clerk/HR at 706-213-3105 or cchurney@cityofelberton.net.

The City of Elberton is an Equal Opportunity Employer and a Drug Free Workplace.