



Title: Customer Service Representative

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Work Location: Sellersburg, Indiana,

Description

Clark County REMC, an electric distribution cooperative, is seeking a qualified candidate to fulfill the open position of Customer Service Representative. Job responsibilities include, but are not limited to: Assisting members in establishing, maintaining and disconnecting electric service; Providing members with billing, payment, and account management options; Advising members on strategies for maximizing energy efficiency; Supporting REMC public and community relation activities through coordination and participation; and Representing Clark County REMC with professionalism during all member and community interactions.

Required Skills

Associates degree in office or business management with one year of related experience preferred. Candidates must also have knowledge of general office equipment and computer experience including Microsoft Office products. Must possess excellent communication and interpersonal skills and be able to work in a team environment.

Benefits

Clark County REMC offers competitive salary and benefits, and opportunities for professional growth.

Comments

Clark County REMC is an Equal Opportunity Employer M/F/Disability/Veteran

Kind: Full Time

Level: Staff Position

Apply

Clark County REMC Attn: Human Resources 7810 State Road 60 Sellersburg, Indiana 47172
HR@theremc.net

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