

Customer Service Representative

Department: Water/Court Department

Position Hours: Full-Time, 8:00am – 5:00pm; may include overtime

Job Duties:

People person, likes dealing with customers & internal employees by phone, email & in person. Computer data entry expertise; taking payments for water & court departments, entering in work orders. Must be detailed oriented. Punctual & dependable. Other office duties to include but not limited to: answering phones, filing as needed, assisting customers with copies/faxes.

Minimum Qualifications:

- Requires High School Diploma or GED, current Driver's License, and one to two years of relevant training and experience.

Pay Info: Based on experience

Benefits: Competitive Salary, with an excellent benefits package including paid holidays, participation in the State Retirement System and the State Health Plan.

The Town of Summerton is an Equal Opportunity Employer. The town does not discriminate based on race, religion, color, sex, age, national origin, or disability.