

Customer Service Representative / Utility Billing

10 Main Street
Summerton, SC 29148
803-485-2525 x 6

Department: Public Works Department

Position Hours: Full-Time

Job Duties

- Under limited supervision, performs a variety of customer service duties in support of the Town's Utility Billing service and billing functions.
- Performs a wide variety of account maintenance, answering phones, billing disputes, cashiering, data entry and general office duties.
- Provides excellent customer service, maintains records, and follows up on customer service issues or requests.

Qualifications

- High school diploma and two years of clerical accounting or cashiering experience involving considerable public contact.

Deadline to Apply: Open until filled

Submit application and/or resume with cover letter to:

Town of Summerton Human Resources

10 Main Street / PO Box 279

Summerton, SC 29148

The Town of Summerton is an Equal Opportunity Employer