

Customer Service Representative with Billing and Accounts Receivable

Isle of Palms Water and Sewer Commission
Isle of Palms, SC 29451

Part-Time (Approximately 25 – 29 hours per week) Monday to Friday

Hourly pay commensurate with experience and education

Job Description:

The ideal candidate will be comfortable interfacing with customers on the phone, in person, and in written communications. A strong work ethic and willingness to learn and excel at providing customer satisfaction and acquiring proficiency in water/sewer utility software systems are needed.

Responsibilities:

- Answering phones; responding to emails; greeting customers visiting office
- Monthly billing
- Monthly meter reading
- Accounts receivable
- Attention to detail
- Collections

Benefits:

- State Retirement
- Nine Paid Holidays
- Paid Time Off (PTO)

Requirements:

- Excellent communications skills
- Computer literate with proficiency in Microsoft Word and Excel
- Comfortable with/able to learn computer software programs
- Bachelor's or Associate's degree and/or related work experience