

Customer Service Representative 1

The City of Starke currently is seeking a full-time Customer Service Representative 1. This position provides account services to customers directly and by telephone, assisting customers with utility payments, handling large volumes of cash, opening and closing accounts, and provides resolutions to any billing issues. The skilled individual must have experience working in a fast-paced work environment and have multi-task skills in various functions, paying close attention to detail while providing excellent customer service.

The successful applicant must have a HS Diploma or equivalent, 2 years of experience in customer service dealing with the general public that includes billing or accounting experience and two years of experience as a bank teller or four years cashiering with strong organizational skills, very detail oriented and can multi-task is preferred.

Starting salary \$10 – \$14 hourly range DOQ.

APPLICATIONS CAN BE DOWNLOADED FROM THE CITY OF STARKE WEBSITE AT www.cityofstarke.org UNDER CAREERS. EMAIL A COVER LETTER, RESUME AND THE COMPLETED APPLICATION TO CAREERS@CITYOFSTARKE.ORG

JOB CLOSES: Opened Until Filled

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