

JOB POSTING

MEMBER SERVICES REPRESENTATIVE

General Summary of Job Responsibilities:

Reliable, detail-oriented person with excellent customer service skills needed in a fast-paced, team-oriented office that works with WEC members to perform a variety of billing functions and data entry. Primary duties of the position include answering the telephone, working with members, responding to billing inquiries, receiving and processing payments, collecting delinquent accounts, processing of annual capital credit retirements, supporting administrative, member outreach and data processing needs for WEC related to various member-based programs and service offers, and entering billing data. Must be able to communicate effectively with members and employees of the Cooperative, and with representatives of other organizations as required.

High school diploma with emphasis on business courses and two years' experience in an office environment or an associate's degree in business required. Knowledge of Microsoft Office and cashiering experience preferred.

Submit cover letter and resume to Teia Greenslit, Director of Finance & Administration, Washington Electric Cooperative, P.O. Box 8, E. Montpelier, VT 05651, or teia.greenslit@wec.coop.

Washington Electric Cooperative is an equal opportunity provider and employer.

Date of Posting: October 25, 2024

Salary Range: \$24.27 to \$31.58

Days and Hours of Work: Weekdays. Between the hours of 7:30AM -5:00 PM.

Anticipated Start Date: On or After November 12, 2024

Application Deadline: Applications will be accepted until the position is filled.