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| Job Title: | Customer Service Representative (CSR) / Cashier | Job Category: | Non-Exempt |
| Department/Group: | Finance and Administration | Job Code: | 17T /17G |
| Location: | Abbeville, SC | Travel Required: | Occasional |
| Level/Salary Range: | \$12.00 - \$17.50 | Position Type: | Full Time |
| HR Contact: | Jo Scurry | Date Posted: | July 30, 2018 |
| Posting URL and our Employment Application: | http://www.lreci.coop (Look under Employment Tab) | Posting Expires: | August 13, 2018 4:30 p.m. |

Submit: 1.) A Little River Electric Cooperative Employment Application, 2.) a Cover letter, and 3.) a Resume.

Applications Accepted By:

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| EMAIL: JScurry@lreci.coop Subject Line: CSR / Cashier | MAIL: Little River Electric Cooperative, Inc. Attn: Human Resources PO Box 220 Abbeville, SC 29620 | OR DELIVER TO MAIN OFFICE: Little River Electric Cooperative, Inc. Attn: Human Resources 300 Cambridge Street Abbeville, SC 29620 |
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Job Description

QUALIFICATIONS:

Successful candidate should have a stable, verifiable work history, must have/maintain a current S.C. Driver’s License, and a high school diploma with at least two (2) years cash handling experience required. A 2-year business degree preferred. A pre-employment physical and drug screen is required. Must be able to meet the response time requirements (approximately 30 minutes) to service area.

The successful applicant must:

- Provide exceptional customer service assuring all people visiting have a pleasant, courteous, and informed reception.
- Be able to work successfully with co-workers and consumer-members in a courteous and professional manner and be able to establish and maintain effective working relationships with supervisors.
- Be able to assist members in the office and at the drive-thru area: cashiering, payment arrangements, invoice complaints, service requests.
- Protect confidential member information.
- Reconcile daily cash/check and payment stub totals; balance cash drawer daily.
- Work under degree of stress related to accuracy and deadlines.
- Be able to learn and apply information from technical manuals in the completion of duties.

ROLE AND RESPONSIBILITIES

Receives and prepares receipts for cash payments from member-consumers over the counter; greets visitors, answers inquiries or complaints and/or directs to proper department. Balances and prepares cash and checks for deposits. Receive mail payments, resolve conflicts, and make payment arrangements with members. Answer phone / receptionist duties.

Smoke Free Work Place

See Full Job Description / Requirements and Little River Employment Application on Website.