



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:	\$13.00 - \$17.50	Position Type:	Full Time
HR Contact:	Jo Scurry	Date Posted:	February 23, 2018
Posting URL and our Employment Application:	http://www.lreci.coop (Look under Employment Tab)	Posting Expires:	March 12, 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:

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

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.