

Town of Snow Hill
Customer Service Representative

The Town of Snow Hill is accepting applications for a Customer Service Representative. This position performs revenue collections, administrative and clerical work in support of utility billing and customer service functions of the department. Excellent customer service and interpersonal skills are a must. Skilled use and experience with word-processing, calculator, Excel spreadsheets, and office machines desirable. Graduation from high school required. Supplemental courses in business or accounting, and experience in a customer service, clerical, or billing software and operations involving heavy public contact and the ability to speak and understand both English and Spanish preferred. The successful candidate must be bondable.

Starting salary is \$20,800 annually plus full benefit package.

Town applications are available and accepted 7:30 – 5:30 Monday through Thursday until position is filled at Town Hall, 908 SE Second Street. For information, contact Renee Locklear, Finance Director 252-747-3414 ext. 206. Snow Hill is an Equal Opportunity Employer.