



## **JOB OPENING**

### **Part-Time Customer Service Representative Closes September 23<sup>rd</sup>, 2024**

*Glacier Electric Cooperative is seeking a part-time Customer Service Representative primarily for our Browning, MT office, but will also work in our Cut Bank, MT office as needed. The part time customer service representative efficiently and accurately maintains all customer records; provides members with a professional and positive customer service experience when handling inbound telephone traffic, radio calls, and personal visits, creating a feeling of good will toward the cooperative; promotes positive member and public relations and provides clerical support as needed. Pay will range from \$16-\$18/hour depending on experience.*

**Required Skills-** Must have excellent verbal and written communication skills; must have a thorough knowledge of basic math and be able to apply it to job responsibilities. Must be a highly organized individual who is able to communicate effectively with other employees, members, and the public and exercise good judgment. Must be able to operate general office equipment effectively: calculators, photocopier, FAX, mailing equipment, computers, etc.

**Physical Requirements-** Must be able to sit and use a computer and other office equipment for up to eight hours; able to lift 40 pounds overhead and lift or carry up to 40 pounds.

Applications for employment are available at the Cut Bank Job Service, online at [www.GlacierElectric.com](http://www.GlacierElectric.com), or in the Browning and Cut Bank GEC offices. Applications can be dropped off at your local GEC offices or emailed to [calcied@glacierelectric.com](mailto:calcied@glacierelectric.com)

*Glacier Electric is an equal opportunity provider and employer.*