



SUSSEX RURAL ELECTRIC COOPERATIVE

A Touchstone Energy® Partner 
The power of human connections

JOB POSTING DATE: March 11, 2019

Job Title: Customer Service Representative Junior
Company Name: Sussex Rural Electric Cooperative
Address: 64 County Rd 639, Wantage, NJ 07461

Sussex Rural Electric Cooperative has an immediate opening for experienced customer service rep.

Excellent personal, phone and email communication skills needed. Minimum 2 years' experience with heavy consumer contact. Send resume to hr@sussexrec.com.

No calls, please. EOE

Responsibilities include but are not limited to:

- Collect and process all bill payments.
- Conduct required transactions with new and existing consumers, new services construction, and perform necessary follow up.
- Operate computer for entry of new accounts, to final accounts, generate service orders, and perform maintenance of accounts and other data entry. Excel experience preferred.
- Serve as receptionist.
- Address members' questions and issues about bills or usage utilizing the customer information system and the AMR system.
- Address delinquent accounts by discussing status with members and taking appropriate actions.
- Distribute mail internally, and deliver mail to the Post Office and deposits to the bank

For more information go to <http://www.sussexrec.com/content/employment-opportunities>