

**JOB OPENING**  
**CARROLL ELECTRIC MEMBERSHIP CORPORATION**

**POSITION:**

Member Services Representative I

**NUMBER OF OPENINGS:**

**DEPARTMENT:**

Member Services

**SHIFT:**

Day/Full-Time

**POSTING OPENS:**

10/31/2024

**POSTING CLOSES:**

11/09/2024

**PURPOSE OF POSITION:**

To communicate with Members about the billing and capital credit accounts in a pleasant, courteous, respectful and professional manner, take payments, prepare service orders and discuss billing issues with Members.

**MINIMUM JOB SPECIFICATIONS:**

The following requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

**REQUIRED:**

- High school diploma is required
- Prefer a bachelor's degree in an approved field of study
- Require the ability to become proficient in processing applications, deposits, fees, service orders, and the cooperative's service territory
- Must have a minimum of one year's experience in customer service and dealing with the public
- Must have cash handling experience
- Require the ability to use a PC, 10-key calculator, and the proper use of general office equipment
- Require the ability to work overtime hours and during emergency situations
- Must be able to work in our headquarters in Carrollton and our District Offices in Buchanan and Franklin
- Require excellent oral and written communication skills
- Require the ability to accurately perform multiple duties
- Require the successful passing of Carroll EMC's post offer entrance examination and drug screen
- Require the ability to have and maintain a valid driver's license

**Interested applicants can apply online at [www.cemc.com/careers](http://www.cemc.com/careers).**

***No phone calls, please.***

**Carroll Electric Membership Corporation promotes a drug-free workplace.  
EOE including disability/vet.**