



Cashier / Member Service Representative in Lorman office

Description:

- Cashier Duties: take payments, make change, post payments to system, balance cash drawer, prepare deposits and reports, open mail, verify payment amounts, file Member records and other similar duties as assigned by Manager of Accounting
- Member Service Representative Duties: answer calls and questions from Members regarding billing, enter service requests and outages, promote services offered to our Members and update and create Member records in system

Requirements:

- Must be flexible to move between positions depending on the need for the specific day
- Must be able to stand at the cashier counter for eight hours
- Must be able to sit at a desk and work at a computer for eight hours
- Must be able to accurately count money, give change and post to the payment system
- Experience as a cashier, bank teller or similar position preferred
- Strong knowledge of computer software and ability to learn quickly
- Strong time management and organizational skills
- Strong interpersonal and communication skills
- Excellent customer service skills
- Ability to work independently and under pressure
- Available to assist with answering phone calls from Members in the event of severe weather
- Must have reliable transportation and a valid driver's license
- Required to pass pre-employment and all random post-hiring drug screenings
- Required to pass a pre-employment physical
- Required to pass a pre-employment accounting and computer skills test

Benefits:

- Full-time position: Monday – Friday, 8:00 a.m. – 4:30 p.m.
- \$12.00 per hour
- Medical, dental and vision insurance
- Group term life insurance with optional supplemental, spouse and child life insurance
- Long-term disability insurance
- Retirement benefits – pension and 401(k) plan
- Paid time off – vacation, holidays and sick leave

Résumé Submission:

- via email: resume@swepa.coop
- via mail: Southwest Electric, Attn: Human Resources, P.O. Box 5, Lorman, MS 39096
- via hand-delivery: Southwest Electric, 18671 Highway 61, Lorman, MS
- Deadline: Tuesday, September 3, 2019, at 4:30 p.m.