



SEACOAST HAS AN IMMEDIATE OPENING FOR A CUSTOMER RELATIONS REPRESENTATIVE

Seacoast has an immediate opening for a Customer Relations Representative.

The position is under the general supervision of the Customer and Community Relations Supervisor. General responsibilities include receiving and taking appropriate action in response to all service requests and billing questions from customers. This position is the first contact with the customer on these matters and includes receiving payments, generating bills, maintaining accounts, assisting with collections, processing related documentation, investigating customer concerns including water leaks, low pressure and abnormal water consumption. Establishes new service for customers and obtains customer contact information in order to keep customer files current and in good standing and performs other job-related duties as assigned.

Must present a neat and professional appearance. Tact and diplomacy must be used at all times to assure a positive company image.

Minimum Qualifications:

- Florida Driver's License in good standing.
- High School graduate or equivalent.
- Demonstrated successful experience as an administrative and customer service employee.
- Good working knowledge of Microsoft Office Solutions and various computer software.
- Any equivalent combination of education, experience and training may be considered.

Pay Range: \$19.57 to \$31.82 hourly

Outside Hire Starting Pay Range: \$19.57 to \$25.70 hourly depending on qualifications

Closing date: August 30, 2024

Excellent benefits to include employer-paid health, dental, life, short & long-term disability and retirement.

To obtain a job application, please visit the Seacoast Utility Authority website at <http://www.sua.com/hr-careers/career-opportunities>

Please submit your application to:

Seacoast Utility Authority
Human Resources Department
4200 Hood Rd
Palm Beach Gardens, FL 33410
E-Mail: hr@sua.com
Phone: 561-656-2258