

MEMBER SERVICE REP.

Jackson Energy Cooperative, an electrical distribution utility located in McKee, KY, seeks **TWO Part-Time Under 1000 Hour** Member Service Rep's. to provide professional and courteous customer service floating between our McKee/Beattyville and London/Manchester offices. Responsibilities include processing service requests utilizing a contract tracking program; assistance with billing questions; payment processing; updating and maintaining member records and use of an outage management system.

Requires High School Diploma or GED equivalent as well as two years office experience dealing with consumers in person or on telephone. Should have experience with computer applications and general office functions.

“Jackson Energy is an Equal Opportunity Provider and Employer.”

Deadline to apply is Wednesday, September 21, 2016. Send resumes to:
Human Resources Director
Jackson Energy Cooperative Corporation
RE: Member Service Representative
115 Jackson Energy Lane
McKee, KY 40447
OR Email resumes to:
jobs@jacksonenergy.com