

## Job Posting

Whitewater Valley REMC is a Touchstone Energy® cooperative serving approximately 10,000 members in east central Indiana. We have an excellent opportunity for a Member Support Representative in our Liberty Indiana office.

This position will be responsible for providing services to the Whitewater Valley REMC member/owners by providing secretarial and administrative support for the member support department and will maintain customer accounts in accordance with common accounting practices in accordance with established procedures, policies, and objectives.

Whitewater Valley REMC offers an excellent benefit package. Send a current resume and cover letter to:

Whitewater Valley REMC

PO Box 349

Liberty, IN 47353

or

[careers@wwvremc.com](mailto:careers@wwvremc.com)

Deadline for submission is December 19, 2018

Equal Opportunity Employer

## Job Requirements

This full-time position performs the duties required for resolving member inquiries/concerns, billing, meter reading, bill payment avenues; i.e., counter, lockbox, drop box, credit card and other methods of payment as directed by the policies so established by the Board of Directors of Whitewater Valley REMC. Performs special jobs regarding all rate schedules, comparisons, and studies. Greets members and responds to member inquiries. Provides for the collection of member accounts by receiving and crediting payments. Includes a variety of duties and requires organizational skills to manage varying workload and deadlines. Includes other duties as assigned to fulfill the objectives of the Cooperative. The ideal candidate will have excellent phone and customer service skills. Computer skills are required, and accounting skills are preferred. An associate degree in Business or Accounting is desirable. The position requires a team-oriented individual who can effectively work with all Whitewater Valley REMC managers and employees.