



ARIZONA WATER COMPANY

CUSTOMER SERVICE REPRESENTATIVE PART-TIME

Arizona Water Company, a private utility serving customers throughout Arizona, is seeking a Customer Service Representative join its Sedona office.

Under the direct supervisor of the Division Manager, accepts and accounts for payments and guarantee deposits from customers; prepares bank deposits and related reports; handles petty cash fund; prepares service orders for Data Processing; answers telephone; responds to customer inquiries; explains service, rates, credit and billings to customers; types letters, forms, records and reports; maintains Division files and records; operates computer terminal, operates office radio system in accordance with applicable rules, regulations and procedures; reconciles monthly banking reimbursement requests; performs other duties assigned by Division Manager.

Required skills, knowledge and physical ability include, but are not limited to:

- General office experience is desirable but not mandatory.
- Must be able to operate computer terminal and handle money transactions accurately.
- Be a competent typist and have legible handwriting.
- Qualified to meet the public in a satisfactory manner.
- Computer terminal; personal computer; typewriter; calculator.
- Must be able to perform routine office assignments.

Required education, certification or licensing, training and experience:

- Must be a high school graduate with supplemental business school studies desirable.
- Must have a valid Arizona driver's license with an acceptable driving record.

The company offers a competitive wage. Send a detailed resume: awc-hr@azwater.com.