

CUSTOMER SERVICE REPRESENTATIVE

The City of Holly Springs Utility Department is accepting applications to fill the position of Customer Service Representative.

This position will be responsible for answering the telephones, responding to inquiries and providing customers with bill-related information. This person will be able to receive and process utility bill payments, balance their drawer and prepare bank deposits on a daily basis. A High School Diploma or G.E.D. Certificate, excellent communication skills and proficient use of computers are required.

Employment applications are available at our office, 160 S. Memphis St., Holly Springs, MS 38635 or online www.hollyspringsms.gov . Please mail applications and resumes to:

City of Holly Springs

Human Resources

Department

160 S. Memphis St. Holly

Springs, MS 38635

THE CITY OF HOLLY SPRINGS IS AN EQUAL OPPORTUNITY EMPLOYER