

## **Member Service Representative**

Adams Rural Electric is currently accepting resumes to fill a Member Service Representative position. Applicants must be experienced in office work and customer service. Position processes payments, answers member calls, and interacts with the public on a daily basis. Position will assist members to establish and disconnect service. Position prepares the collection of delinquent accounts. Applicants must be able to operate a cash drawer and balance it daily. Must be able to work alone and in a group setting. If not already, the applicant will need to be willing to become a notary public. Must be detail-oriented, motivated, and have the ability to multi-task. Resumes will be accepted until position is filled.

Submit resumes to:

Adams Rural Electric  
PO Box 247  
West Union, Ohio 45693

Resumes can also be emailed to [info@adamsrec.com](mailto:info@adamsrec.com).

Adams Rural Electric is an equal opportunity provider and employer.