



NOTICE OF JOB OPENING

Kanab Office Member Service Representative

Deadline to apply is October 13, 2023

QUALIFICATIONS: Minimum Education and Experience

High School Diploma or equivalent. Experience working with public and verifiable customer service skills preferred. Must have proven written and oral communication skills. Must have basic math skills, cash handling and cash drawer management experience. Must have personal computer experience, including Microsoft word. Must have 10-key skills; 10-key by touch preferred. Type 45wpm minimum, and have experience operating general office machines. Must have legible handwriting, and be proficient in multi-tasking. Bilingual speaking skills (English/Spanish) a plus.

Essential Job functions:

1. Educate customers, vendors, and/or contractors about Garkane Energy services and policies as required, and administer the services and policies as needed or directed.
2. Act as central contact point for processing and scheduling internal and external customer inquiries, requests, new connects, disconnects, service orders and event activities as needed or directed.
3. Answer and analyze incoming internal and external customer communication and initiate action on the customer's behalf, either handling the situation individually or seeking assistance from other departments, as needed or directed.
4. Initiate, process, review, research, update, maintain, and audit internal and external incoming and outgoing customer, vendor, and/or contractor payments and records as needed or directed.
5. Perform balancing functions as needed or directed.
6. Learn and become advanced in propane dialogue and gain knowledge of how to help customers with concerns regarding propane service.

Perform clerical duties as needed or directed. Duties may include but not be limited to data entry, answering phones and radio calls, or typing, filing, scanning, and copying documents.

WAGE: Pay will be based on the current negotiated contract rate. This is a full-time entry level, Monday/Friday - 40-hour per week position located in the Kanab Office.

APPLICATIONS:

Application forms are available online at www.Garkaneenergy.com or at any Garkane office. Interested parties should submit an updated application and record of training and experience. Present applications at any Garkane office or email them to: Lexie Little at lexie.little@garkane.com or Call 435-339-0063 with questions. A complete job description is available upon request.

Garkane reserves the right to accept or reject any application in accordance with applicable state and federal rules and regulations.

- Equal Opportunity Employer -