

CUSTOMER SERVICE REPRESENTATIVE

South Fayette Township Municipal Authority is seeking a full-time customer service representative. This position entails extensive interaction with Authority customers requiring a high level of communication skills. Duties include significant involvement in the preparation of monthly wastewater bills and associated payment processing. Duties also include various office clerical functions associated with the Authority operation. Working knowledge of Microsoft Word and Excel plus general computer skills are essential for this position. All candidates considered for interviews will be required to demonstrate those capabilities as part of a pre-interview screening test at our office. The successful candidate must reside within 10 miles of the Authority office located at the address below. Compensation for this position is anticipated to be in the \$15-\$18/hour range based on relevant qualifications and experience. A comprehensive benefit package is provided. Resumes must be received on or before August 22, 2019 and be submitted to:

SOUTH FAYETTE TOWNSHIP MUNICIPAL AUTHORITY

Jerry D. Brown. Managing Director

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Bridgeville, Pa. 15017

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