

Customer Service Specialist

Jackson County Water and Sewerage Authority – Jefferson, GA

The Jackson County Water and Sewerage Authority is seeking a **Customer Service Specialist** to join our team in Jefferson, GA.

Qualifications:

- High school diploma or GED required.
- Minimum of three (2) years' experience in a customer service-related field **or** equivalent experience.
- Ability to obtain certification as required by the Authority.
- Proficiency in Microsoft Word and Excel.
- Experience with CIS/CRM software or similar applications.
- Strong skills using technology and online applications.
- Attention to detail and strong organizational skills.
- Strong interpersonal skills with the ability to interact tactfully and courteously with both staff and the public.
- **Bilingual candidates are preferred.**

Additional Requirements:

- All candidates selected for an interview will be subject to a comprehensive background check and drug screening.
- The position requires the ability to acquire certification as mandated by the Authority.

How to Apply:

For a complete job description, please visit www.jcwsa.com. Submit your résumé to:

Jackson County Water and Sewerage Authority
P.O. Box 869
Jefferson, GA 30549
Email: **hr@jcwsa.com**

Only qualified applicants will be considered.