



VACANCY NOTICE

JOB TITLE:	Cashier/Customer Service Representative
DEPARTMENT	Administration
WAGE RANGE	Based upon experience and qualifications
APPLICATIONS/RESUMES DEADLINE	Friday June 2, 2023 at 4:30PM

Primary Duties: This position is responsible for receiving and entering payments, performing daily balancing procedures, answering phones, processing work orders, setting up new customer accounts and providing good customer service. This position is responsible for performing multiple other clerical duties as required.

Required Qualifications:

- High school diploma or equivalent
- Valid driver's license
- Must have good working knowledge of computer programs: Word and Excel along with other office equipment
- Good math and English skills
- Basic accounting skills
- Knowledge of record keeping and filing techniques
- Good phone etiquette
- Ability to work with the public
- Must also possess good communications skills, both oral and written
- Ability to maintain a high level of confidentiality
- Ability to multitask is essential
- Must be able to work well with others

Interested applicants should submit an application or resume to:

**City of Blakely
Attn: Stephanie Lovett
P.O. Box 350
Blakely, GA 39823**

*Equal Opportunity Employer/Drug Free Workplace
We E- Verify*