

**Job Vacancy Notification**

**Department:** Customer Service

**Date:** 12/12/2025

**Position Job Title:** Customer Service Representative/Cashier

**Pay Range:** Hourly

**Title of Supervisor:** Director of Office Operations

**Position Summary:**

- Provide customer support for electric, voice and internet
- Advise customers how to obtain services to new accounts
- Achieve knowledge of all types of service orders
- Turn on and shut off of existing accounts, all aspects of orders for security lights
- Handle customer complaints and payment arrangement
- Prepare bank deposits
- Cash receipts on electric accounts
- Receipt balancing (daily, cash drawer, cashier, etc.)
- Journal entries and balancing
- Administration of bad debts
- Preparation of disconnects for non-payment, return checks processing, and switchboard
- Perform any other tasks as assigned or required to maintain the flow of work
- Meet schedules and achieve objectives of GEA in meeting the needs of our customers

**Minimum Required Qualification:**

- High School Diploma or GED
- Computer literate
- Calculator
- Switchboard
- Typewriter
- Ability to communicate with public effectively
- Ability to provide outstanding Customer Service to the public

**Interested candidates can apply by submitting a resume to [jobs@mygea.net](mailto:jobs@mygea.net) by 12/26/2025.**