

Job Opening: Customer Service Representative / Cashier

Location: Humboldt Utilities, Humboldt, TN

Humboldt Utilities is currently accepting applications for the position of **Customer Service Representative / Cashier**. We are seeking a courteous, reliable, and detail-oriented individual to join our front office team.

Position Summary:

This position serves as a key point of contact for customers—both in person and via phone. Responsibilities include:

- Greeting and assisting front office and drive-through customers
 - Providing account-related support, including processing applications and handling collections
 - Receipting and posting utility payments to customer accounts
 - Balancing a cash drawer daily
 - Performing general clerical tasks
 - Answering and directing incoming phone calls
 - Offering additional administrative support as needed
 - Performing other duties as assigned
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Minimum Requirements:

- High school diploma or equivalent
 - Proficient computer skills
 - Strong phone etiquette and communication skills
 - Must pass a physical and drug screening
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Why Join Humboldt Utilities?

- Competitive pay

- Excellent benefits package
- Stable, community-focused work environment

How to Apply:

Interested applicants must complete an official **Application for Employment**, available at:

 **Humboldt Utilities**
207 South 13th Avenue
Humboldt, TN 38343

Humboldt Utilities is an Equal Opportunity Employer.