



**SOUTHWEST MILAM WATER SUPPLY CORPORATION
706 EAST CAMERON AVENUE
PO BOX 232
ROCKDALE, TEXAS 76567
512-446-2604**

April 29, 2025

Southwest Milam WSC has an immediate opening for a Customer Service Representative in our office. Experience in customer service required. Competitive salary with benefits. Please apply in person at 706 E Cameron Ave, Rockdale, TX.

FRONT DESK / CUSTOMER SERVICE REPRESENTATIVE

JOB DUTIES

- ANSWER TELEPHONE / DIRECT CALLS TO PROPER DEPARTMENT
- MAINTAIN CASH DRAWER & BALANCE DAILY
- RECEIVE PAYMENTS FROM WALK-IN CUSTOMERS
- PROCESS ALL PAYMENTS RECEIVED DAILY
- RECONCILE ALL PAYMENTS & RECEIPTS DAILY
- PROVIDE ACCOUNT INFORMATION CONCERNING ACCOUNT STATUS AND ASSIST CUSTOMERS AS REQUESTED
- ASSIST WITH MAINTAINING CUSTOMER ACCOUNT FILES AND RECORDS
- CREATE WORK ORDERS
- ASSIST IN BANK DEPOSITS, MAILING OF BILLS AND NOTICES
- ASSIST WITH LOCATES, HYDRAULIC INVESTIGATIONS, EASEMENTS, UNIFORMS AND ON-CALL
- ALL OTHER DUTIES AS ASSIGNED

REPORTS TO: OFFICE MANAGER

SKILLS: TYPING

CUSTOMER SERVICE
COMPUTER LITERATE
PHONE ETIQUETTE