



JOB ANNOUNCEMENT

Customer Service Representative

Hilmar County Water District (HCWD), provider of water, wastewater collection, wastewater treatment, and storm drain services for the town of Hilmar, is currently searching for a highly skilled Customer Service Representative.

This is a key position within the Administration Department that assists in the day-to-day operations of the District. The Customer Service Representative performs a variety of tasks including, but not limited to, processing customer requests for service, resolving questions concerning the delivery of service and status of accounts, and processing payments.

In addition to a friendly and welcoming personality, Candidates must have strong observation, communication, and critical-thinking skills, as well as proficiency with modern technologies. Bilingual skills are preferred, but not required.

The position will work out of our District Office, which is located at 8319 Lander Avenue, Hilmar, CA 95324. Hilmar County Water District offers a competitive package of salary and benefits as well as a flexible work schedule.

If interested, you can find the full application, including the Application Form, Job Description, and HCWD Benefit Schedule, online at our website, www.hilmarcwd.org.

Sincerely,

Hilmar County Water District

Announcement Posted:	October 14 th
Application Deadline:	October 28 th , 3:00pm
<i>(The District reserves the right to accept applications after the closing date and time stated above.)</i>	
Interviews, Reviews & Reference Checks:	October 31 st – November 23 rd