

# JOB OPPORTUNITY NOTICE

Date Posted: 07/23/2024

Application Deadline: 08/02/2024

Job Title: Customer Service Representative/ Marketing Assistant (In-House and External)

Department: 10 Customer Service/80 Energy Services

Pay Rate: \$16.50/HR

**Direct Supervisor: Lead CSR/Chief Financial Officer**

**Function:** Under the direction of the Lead CSR, perform any combination of duties required to establish, maintain, or correct customer accounts. Also, collect and process all customer payments.

Under the direction of the CEO/Marketing Manager, perform any combination of duties to provide exceptional customer support and effectively marketing both PES and Energize services.

## **Education**

1. A high school diploma is required.
2. Customer Service experience preferred
3. Marketing experience preferred.

**Please take a job description or request one from HR. Read the description for further explanation of the position's requirements and duty expectations.**

Please return the completed applications to Samantha Williams in person at 128 S 1<sup>st</sup> Street Pulaski, TN 38478, or via email at [swilliams@pesenergize.com](mailto:swilliams@pesenergize.com).