



# JOB OPPORTUNITY NOTICE

Date Posted: 02/06/2026

Application Deadline: 02/20/2026

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

Department: 10- Customer Service

Pay Rate: \$17.00/HR

**Direct Supervisor: Customer Service Manager**

**Function:** The Customer Service Representative (CSR) at PES Energize serves as a vital first point of contact for customers, providing knowledgeable assistance across both electric utility and fiber-to-the-home internet services. With responsibilities that include front-line technical support, service order processing, account management, and cash handling, the CSR ensures customer needs are met promptly, accurately, and professionally. This role acts as a bridge between internal departments and external customers, helping to resolve service issues, support account changes, and promote PES Energize's full suite of services. Through proactive communication, detailed documentation, and a customer-first mindset, the CSR plays a key role in delivering a reliable, responsive, and community-focused customer experience.

**Education**

1. A high school diploma is required.

**Skills**

1. Customer Service experience preferred
2. Strong computer skills preferred
3. Comfortable learning complex computer systems required.

**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).

*Pulaski Electric System is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws*



# Application for Employment

PO Box 368  
128 South First Street  
Pulaski, TN 38478  
Phone: 931-363-2522

## APPLICANT INFORMATION

FULL NAME			
CURRENT ADDRESS			
CITY / STATE / ZIP CODE			
PRIMARY PHONE NUMBER		DATE OF BIRTH	
EMAIL ADDRESS		ARE YOU 18 OR OLDER?	Yes or No:
ENTITLED TO WORK IN US?	Yes or No:	ARE YOU A VETERAN?	Yes or No:
POSITION APPLYING FOR?		AVAILABLE START DATE?	
HOW DID YOU HEAR ABOUT THE JOB OPENING?		ARE YOU A VETERAN?	

## EMPLOYMENT HISTORY

EMPLOYER NAME 1		START DATE	
SUPERVISOR NAME		END DATE	
STREET ADDRESS		PHONE	
CITY / STATE / ZIP CODE		EMAIL ADDRESS	
POSITION HELD		RATE OF PAY	
Reason for leaving?		May we contact?	Yes or No:
EMPLOYER NAME 2		START DATE	
SUPERVISOR NAME		END DATE	
STREET ADDRESS		PHONE	
CITY / STATE / ZIP CODE		EMAIL ADDRESS	
POSITION HELD		RATE OF PAY	
Reason for leaving?		May we contact?	Yes or No:
EMPLOYER NAME 3		START DATE	
SUPERVISOR NAME		END DATE	
STREET ADDRESS		PHONE	
CITY / STATE / ZIP CODE		EMAIL ADDRESS	
POSITION HELD		RATE OF PAY	
Reason for leaving?		May we contact?	Yes or No:

## EDUCATION

	NAME AND LOCATION	LAST YEAR COMPLETED	MAJOR / EMPHASIS & DEGREE EARNED
HIGH SCHOOL		9, 10, 11, or 12:	
COLLEGE / UNIVERSITY		1, 2, 3, or 4:	
TRADE SCHOOL			
OTHER / APPLICABLE TRAINING		APPLICABLE SKILLS / PROFICIENCIES	

## REFERENCES

NAME	ADDRESS	CONTACT NUMBER

PLEASE READ AND SIGN BELOW The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice. In making this application for employment I authorize you to make an investigate consumer report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my reputation, educational background, and work experience. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

SIGNATURE

DATE

[\\*application can be emailed directly to swilliams@pesenergize.com](mailto:swilliams@pesenergize.com)