

Town of Taylorsville
Now Hiring: Part-Time Customer Service Representative
\$15/hour – Two Days Per Week
Open Until Filled

Are you a detail-oriented individual who enjoys working with the public and making a difference in your community? The **Town of Taylorsville** is seeking a **Part-Time Customer Service Representative** to join our team!

In this important front-line role, you'll assist customers with utility billing, account management, and general office support. You'll work directly with residents, developers, and staff to ensure accurate billing and excellent service. The ideal candidate will be friendly, organized, and comfortable working in a fast-paced environment.

Key Responsibilities:

- Collect and process utility bill payments
- Assist customers in person, online, and by phone
- Set up new accounts and close out existing ones
- Upload meter readings, print bills, and coordinate disconnects
- Resolve billing issues and customer inquiries
- Maintain accurate records and databases
- Provide general office and administrative support

Qualifications:

- High school diploma or equivalent (business/accounting coursework preferred)
- Experience in customer service, billing, or collections a plus
- Strong communication and computer skills
- Accuracy, attention to detail, and problem-solving ability
- Ability to multitask in a fast-paced setting

Hours & Pay:

- **\$15 per hour**
- **Part-Time** – Two days per week
- Flexible schedule within business hours

How to Apply:

Applications will be accepted **until the position is filled**. To apply, please submit a town application to Nicole Mayes, Town Clerk, at nmayes@taylorsvillenc.com.

Come be part of a dedicated team that serves and supports our community every day!