




Chariton Valley
Electric Cooperative, Inc.

Your Touchstone Energy® Partner 

Member Service Representative

Chariton Valley Electric Cooperative, Inc., a not-for-profit electric distribution utility located in Albia, Iowa, has an opening for a full-time Member Service Representative

Duties include but are not limited to the following: deliver courteous, accurate and efficient customer service; answer incoming calls; receive and post member payments; balance cash drawer; process connect, disconnect and miscellaneous service orders, post meter readings to member accounts; receive cross-training and provide backup support for billing and collections.

Candidate must possess high school diploma or GED. Prior experience dealing with the public in an office environment, strong computer aptitude with knowledge of Microsoft Office and the ability to learn other software systems is required.

Chariton Valley Electric Cooperative, Inc., an equal opportunity employer, offers an excellent benefits package. Employment contingent upon criminal background check and company paid drug and alcohol screening.

Qualified applicants should submit an application, resume and three professional references by November 30, 2017 to: Becky Teno, Manager of Administration & HR, Chariton Valley Electric Cooperative, Inc., PO Box 486, Albia, IA 52531 or email to bteno@cvrec.com.