

Member Service Representative Bright Energy (BE) and Consolidated Gas (CG)

Bright Energy (natural gas service provider) / Consolidated Gas (propane service provider) is seeking a Member Service Representative who will be responsible for providing front line office support. You'll join a highly motivated and goal-oriented team where you'll provide assistance and information to customers requesting service or changes to service, maintain customer records, invoice for non-metered members, and handle delinquent accounts. The employee is under the general supervision of the Operations Manager, and/or the Vice President/General Manager of BE/CG.

Applicants **must** have:

- A high school diploma or equivalent.
- A working knowledge of general office procedures and equipment.
- The ability to enter data with accuracy and proficiency.
- Good communication skills.
- A valid State of Ohio driver's license.

The following is **desired**, but not required:

- Education in secretarial or other business related program.
- At least two (2) years of experience working with the public and/or customer service in an office environment.
- Experience with Microsoft Office Suite.

Please submit resume with cover letter including salary requirements via email to ajantz@conelec.com or via fax to 419-949-2952 or complete an application onsite at 5255 State Route 95, Mount Gilead or 4993 State Route 521, Delaware on or before Friday, November 7th by 5:00 p.m.