



**BARGAINING UNIT POSITION VACANCY**

**JOB OPENING NOTICE and QUALIFICATION REQUIREMENTS**

JOB TITLE:	<b>MEMBER SERVICES REPRESENTATIVE</b>
NO. OF OPENINGS:	1
DEPARTMENT:	Member Services
LOCATION:	Lihue
GRADE:	12B (Non-Exempt)
SALARY:	\$27.79/hr (90%) to \$30.87/hr
REPORTS TO:	Member Services Operations Supervisor
DATE OF POSTING:	<b>FRIDAY, March 8, 2019</b>
DEADLINE TO FILE INTERNAL:	<b>FRIDAY, March 22, 2019</b>
JOB POSTING NO.:	2019004

**SUMMARY:**

Assists members regarding service requirements, billing inquiries, payments, deposits, and other related Member Services matters. Maintains Member Services records as assigned.

**QUALIFICATION REQUIREMENTS, EXPERIENCE and/or EDUCATION:**

*Please see attached job description for job requirements.*

To perform this job successfully, the individual must be able to perform the essential duties of the job satisfactorily. The requirements listed in the job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please send your in-house application to Human Resources (Lihue) by 4:30 p.m. by the deadline date.

Bulletin Board Distribution:

Accounting	Executive	Human Resources	Lihue Lunchroom	PP Ops
Board of Directors	T&D Eleele	Information Technology	Member Services	Engineering
Eleele Warehouse	T&D - Kapaa	Kapaia Power Station	PP Maintenance	IBEW Local 1260
Meter Shop	Marketing & Communications			