

## **Customer Service Representative – Solid Waste/Recycle**

The City of Westfield's Public Works Department has an opening for a Customer Service Representative within its Customer Service Division. Some of the duties include: billing, billing inquiries, new account set ups, collecting/receipting deposits, account tracking and Vendor liaison. Responsibilities will also include contributing to the design and maintenance of the GIS interface. Requirements include high school/ GED. Two years of customer service and two years experience in vendor management. The successful candidate will report directly to the Customer Service Supervisor. Interested parties should mail cover letter, resume, and 3 business references to: Customer Service Supervisor, 2706 East 171<sup>st</sup> Street, Westfield, IN 46074 no later than August 29<sup>th</sup>. EEO.