

Customer Service Inquiries Clerk

The City of Westfield has an opening for a Customer Service Inquires Clerk Representative within the Public Works Department's Customer Service Division. Requirements include two (2) years of customer service and general office experience. This fast paced office is looking for someone who is pleasant and motivated and has the ability to multi-task. General computer skills, prior project management and customer service experience are desired. Candidate will report directly to the WPWD Customer Service Supervisor. Interested parties should send resumes to the Westfield Public Works Department, 2728 E 171st Street, Westfield, IN 46074, by Friday, July 31st, or by email to dpeyton@westfield.in.gov EEO.