



Lakewood Water District currently has an opening for a Cashier/ Customer Service Representative at our District Office. To complement our staff, the district is seeing a highly motivated, team-orientated, and energetic individual with excellent customer service and cashier skills.

Job Title: Cashier/Customer Service Representative

Location: 11900 Gravelly Lake Dr SW, Lakewood, WA 98499

Monthly Salary: \$3320-\$4880

Schedule: Monday – Friday, 8:00 AM – 5:00 PM

Benefits Offered: *Medical, Dental, Vision, Retirement, Life Insurance, and 12 Paid Holidays

Employment Type: Full-Time, Salary Non-Exempt

Job Summary:

In this important and dynamic role for the District, the employee will typically be the first point-of-contact with customers, vendors, and visitors. They will provide a variety of services to customers, from greeting them to receiving payments, answering questions, explaining accounts, and giving direction where needed.

In addition, they will perform a variety of other general office and customer service-oriented activities to include: answering, screening, and directing incoming telephone calls, processing accounts receivables, tracking and making arrangements for delinquent accounts, issuing hydrant and backflow permits, preparing customer correspondence, and keeping an accurate primary cashier till.

Lakewood Water District is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to their race, color, religion, national origin, sex, protected veteran status, or disability.

Lakewood Water District is a **tobacco-free** employer.

** **100% paid** benefits for employees to include: Medical, Dental, Vision and 75% paid benefits for dependents.*