

HELP WANTED

JOIN OUR TEAM!



KNOXVILLE WATER WORKS

KNOXVILLE, IA

Quality Water. Reliable Service. Our Community.

CUSTOMER SERVICE CLERK

Knoxville Water Works is seeking a friendly, dependable individual to join our team as a **Customer Service Clerk**. This position is responsible for providing excellent service to our customers and supporting the daily operations of our office.

PRIMARY RESPONSIBILITIES:

- Greet customers and answer questions in person and by phone
- Process utility payments and maintain customer accounts
- Assist with billing inquiries and service requests
- Maintain accurate records and perform data entry
- Provide general administrative support as needed

QUALIFICATIONS:

- High school diploma or equivalent required
- Excellent communication and customer service skills
- Proficient in Microsoft Office and basic computer skills
- Attention to detail and strong organizational skills
- Previous customer service experience preferred



WE OFFER:

Competitive pay, excellent benefits including health insurance, retirement plan, paid time off, and opportunities for advancement.

SERVING KNOXVILLE
WITH CLEAN, RELIABLE
WATER EVERY DAY.

Essential. Local. Trusted.

TO APPLY:

Pick up an application at our office or download one at www.knoxvillewaterworks.com.

Return completed application to:

Knoxville Water Works

600 N. Roche St., Knoxville, IA 50138

Applications accepted until position is filled.

KNOXVILLE WATER WORKS IS AN EQUAL OPPORTUNITY EMPLOYER.