

CUSTOMER SERVICE CLERK – BRICK TOWNSHIP MUNICIPAL UTILITIES AUTHORITY, Ocean County

BRICK TOWNSHIP MUNICIPAL UTILITIES AUTHORITY, Ocean County, a progressive and large public utility has an immediate opening for a Customer Service Clerk to work under the Customer Service Supervisor. The Authority owns, operates and maintains a water treatment facility and distribution system serving approximately 100K people and a sewer collections system serving approximately 75K people. Applicants must have excellent communication, clerical, organizational, interpersonal and basic computer skills. Duties shall include but are not limited to greeting customers, answering phones and directing calls to appropriate staff, taking and processing payments and other duties as assigned by Accounting Supervisor or CFO. Ideal candidate would be a self-starter with a desire to contribute to the team on day one. This is an entry level position and pay is \$16 per hour per contract, health benefits after completion of 90 day probation period and pension. For consideration, letter of interest, resume, and application (<http://brickmua.com/resources/employmentapplication.pdf>) to Chief Financial Officer jclifford@brickmua.com or mail: Attn: J. Clifford, Chief Financial Officer, BTMUA, 1551 Highway 88, Brick, NJ 08724. The Brick Township MUA is an EOE and reserves the right to fill the position before the filing deadline.