

# Customer Service Receptionist- job post

City of Crescent City, Florida

City of Crescent City, Florida in Crescent City, FL 32112

From \$15 an hour - Full-time

Apply now

## Full job description

The City of Crescent City is accepting applications for the position of Customer Service Receptionist for the Utility Billing Department and City Hall. A High School Diploma or equivalency is required. Bilingual in English and Spanish - both oral and written is a plus. Experience in customer service, data entry, and basic clerical work required. The position calls for responding to inquiries and requests from the general public and business community regarding municipal service accounts, through friendly, professional customer service skills and providing appropriate assistance and information along with other clerical duties.

A more detailed job advertisement and job description, along with the City Job Application form, are available online at [www.crescentcity-fl.com/employment](http://www.crescentcity-fl.com/employment) or by picking one up at City Hall, 3 North Summit Street in Crescent City. Application deadline: October 23, 2020. Please refer to these documents for a full understanding of the position and the application requirements.

Please submit resume and completed job application to: Human Resources, City of Crescent City, 3 North Summit Street, Crescent City, Florida 32112.

Crescent City is an Equal Opportunity Employer, an E-Verify Employer, and a Drug-Free Workplace.

Job Type: Full-time

Pay: From \$15.00 per hour

Expected hours: 40 per week

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Shift: 8 Hours

Education: High school or equivalent (Preferred)

Experience: Customer Service: 2 years (Preferred)