



CUSTOMER SERVICE REPRESENTATIVE

Valley TeleCom Group is seeking a qualified individual for the position of Customer Service Representative to interact with customers, both in person and on the phone, receive payments and answer billing questions. This position will report to the Clifton, AZ office.

Requires a high school diploma or GED, six months' related experience and/or training and a valid driver's license. Must have strong sales and customer service skills and be able to effectively communicate with others. Spanish is a plus but not required. Other skills necessary for this position include data processing and computer experience. Experience with MS Word and Excel would be helpful.

All resumes must be accompanied by an application. Applications and job descriptions may be obtained from our web site: www.vtc.net OR requested by calling 520-384-2231 or 1-800-421-5711. You may also pick one up at our Clifton office located at 490 N. Coronado Boulevard in Clifton. Position will be open until filled. Submit applications to: Valley Telephone Cooperative, Inc., P.O. Box 970, Willcox, AZ 85644, Attn: EMPLOYMENT. You may also fax your application and/or resume to: 520-826-1848 or email them to: employment@vtc.net. A post-offer, pre-employment drug test, background screening and MVR check will be conducted. EOE