

Palmetto Electric Cooperative, Inc.

JOB POSTING

March 25, 2026

We currently have an opening for a **Customer Service Representative I** at the Ridgeland district office.

Position Summary: Responsible for billing procedures for the New River and Hilton Head districts. Responsible for scanning and imaging records. Processes consumer payments at the front desk and drive through. Possesses an understanding of rates and is able to assist with calculating basic adjustments. Provides assistance for other positions as needed.

Position Specifications: High school diploma or equivalent required. One (1) year of general office experience required. Must be an effective team member by being courteous and conscientious in assisting and working with co-workers, groups, and other personnel. Excellent oral and written communication skills. Proficiency in operating a calculator and computer. Must have good attention to detail. Must be able to make good judgement calls and work independently. Basic knowledge of Excel is a plus.

Palmetto Electric offers a full benefits package including a 401(k) and a defined benefit plan.

Interested candidates should submit a resume to HR@Palmetto.coop or complete an application at one of our four office locations.

All applicants for employment shall be considered and hired on

the basis of merit, without regard to race, color, religion, sexual orientation, gender identity, national origin, age, disability, status as a disabled veteran or on the basis of pregnancy, childbirth, or related medical conditions.

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