

Palmetto Electric Cooperative, Inc.

## **JOB POSTING**

August 5, 2025

We have an opening for a **Customer Service Representative II**. This position is based at the Hilton Head district office.

Position Summary: Provides initial contact for individuals communicating with Palmetto Electric via drive up window and/or front counter. Receives and posts payments. Accepts and completes paperwork for deposit of bill payments. Responds to simple consumer inquiries regarding bills.

Position Specifications: High school diploma or GED required. One (1) year of experience in customer relations and handling of payment transactions. Must be an effective team member by being courteous and conscientious in assisting and working with co-workers, groups, and other personnel. Excellent verbal communication skills. Proficiency in operating a calculator and computer.

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](mailto: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.