

Notice of Job Opening

To: All Districts

From: Amy Tipton

Date: December 21, 2017

Re: MSR opening in Jackson

Member Services Representative

STEMC is currently accepting applications for a full-time Member Services Representative position in the Jackson office.

A high school diploma or equivalent is required. Some college or business education is desirable. Applicant must have a basic knowledge of bookkeeping and/or accounting procedures and standard office machines. Experience handling and balancing cash is required. Basic computer literacy and experience with basic office related software is required. Experience dealing with the public is highly desirable. Applicant must be able to handle detail work accurately. Must be able to type, use a calculator and must be able to write legibly.

Benefits include health, dental, life and LTD insurance, 401K, paid vacation, sick leave and holidays. Applications may be submitted to any STEMC office or downloaded from our website at www.stemc.com and e-mailed to atipton@stemc.com by Friday, January 5, 2018.

An Equal Opportunity Employer male, female, disabled

Amy Tipton

Interim HR Director

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