

## SOUTHWEST TENNESSEE ELECTRIC MEMBERSHIP CORPORATION JOB OPENING

### Member Services Representative

STEMC is currently accepting applications for a full-time Member Services Representative position in the Covington office. This is a full time floating position that will provide support to our offices in Covington, Atoka and Brownsville as needed.

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](http://www.stemc.com) and e-mailed to [atipton@stemc.com](mailto:atipton@stemc.com) by Tuesday, May 22, 2018 at 5:00 p.m.

An Equal Opportunity Employer male, female, disabled

Amy Tipton VP of Human Resources

Southwest Tennessee Electric Membership Corporation

PO Box 959, Brownsville, TN 38012

Phone: 731-585-0504 Fax: 731-772-1037