

The City of **West Point** Mississippi

The City of West Point, MS announces the following vacancy:

**Customer Service Representative**

**Minimum requirements:**

- Must be able to function in a fast-paced environment and make decisions quickly.
- Must possess valid Mississippi Driver's License

**Minimum Qualifications:**

- Must have excellent customer service skills
- High school diploma or equivalent
- 4 years of experience working in office environment and dealing with customers.
- Possess computer analytical skills
- must have ability to read, understand and follow oral and/or written instructions
- Successful candidate must complete a pre-employment physical & drug screen

*Applications may be obtained at the West Point Electric and Water Department at 644 East Brame Ave, City Hall, 580 Commerce Street, West Point MS or online at <http://www.wpnet.org> The City of West Point is an Equal Opportunity Employer.*