



## CAREER OPPORTUNITY



Water Authority – Cayman

Invites applications for the post of

### **Customer Service Representative**

The Customer Service Representative is responsible for dealing with all matters relating to the Authority's Customer Service, including all types of service applications, complaints, and queries.

#### JOB REQUIREMENTS:

- A High School Diploma and 2 years experience in customer service relations in a mid-sized company. Experience working for a public utility company will be an advantage.
- Excellent interpersonal communication skills and the ability to relate with customers at all levels with a high degree of professionalism and courtesy.
- Good business writing skills and basic proficiency in the use of personal computers and business software programmes.
- Familiarity with Cogsdale Utility Billing Software or similar software.
- Be highly self-motivated, productive, highly responsible, able to work with minimum supervision, and able to meet specific deadlines.

The Water Authority offers competitive salaries, international medical insurance and pension plans, and generous vacation benefits. The minimum to mid-salary range for this post is CI\$37,660-47,070 per annum.

Application forms may be downloaded from the website: [www.waterauthority.ky](http://www.waterauthority.ky). Please send application including cover letter and resume to:

Chief HR Manager  
P.O. Box 1104, Grand Cayman KY1-1102, Cayman Islands  
Email: [HR@waterauthority.ky](mailto:HR@waterauthority.ky)

Application Deadline: **30 August 2019**

For information about the Water Authority and its role in the Cayman Islands, visit [www.waterauthority.ky](http://www.waterauthority.ky)

*Suppliers of the World's Most Popular Drink*