

JOB DESCRIPTION

Title: Customer Service Representative

Wyoming Gas Company is a local natural gas distribution company (gas utility). Wyoming Gas serves 7 communities in Wyoming, currently served are Basin, Burlington, Byron, Greybull, Manderson, Thermopolis, and Worland, Wyoming. Wyoming Gas Company offers medical and dental insurance, profit sharing, and 401(k) savings plans. Wyoming Gas is an Equal Opportunity Employer.

A Customer Service Representative for Wyoming Gas Company will be responsible for the following duties:

- Receipt of cash payments;
- Daily balance of cash receipts;
- Customer inquiries;
- Account requests;
- Open/ Close Service Order Requests;
- Dispute/complaint resolution;
- Billing;
- Receive Emergency Calls/Dispatch;
- Filing;
- Variety of other office related tasks as requested.

Qualified candidates must have a H.S. Diploma or GED. Computer skills, customer service experience, and experience balancing payment receipts are preferred. Bilingual English/Spanish skills are beneficial but not required.

This position requires someone that is living in Worland, Wyoming.