

WANTED

MEMBER SERVICE REPRESENTATIVE

Are you a team player with a positive attitude? Are you proficient with technology and have strong verbal and organizational skills? Can you work accurately despite frequent interruptions and interact effectively with a variety of people in a variety of situations?

Polk-Burnett Electric Cooperative is seeking a **full-time Member Service Representative** to work in the **Centuria and Siren offices**. This position is responsible for maintaining accurate electric account records and interacting with members in a positive, proactive manner regarding their electric accounts.

Qualifications include: High school diploma or equivalent required; Associate degree or technical college certificate in a related field preferred; Additional customer service training highly desirable; Minimum of two years of experience in an office environment with frequent public contact, book-keeping, and data processing preferred.

Responsibilities include: Billing electric accounts; Data entry to member accounts; Account changes and adjustments; Processing payments received, fees, and deposits; Handling collections; Responding to member electric billing questions.

Polk-Burnett offers a competitive wage and an excellent benefit package. Please submit an application, cover letter and resume on or before April 27, 2026, to: Human Resources, Polk-Burnett, 1001 State Road 35, Centuria, WI 54824 or hr@polkburnett.com. No phone calls please. An application can be downloaded at www.polkburnett.com under My Co-op/Employment.
EOE/M/F/V/D

