



NOTICE OF JOB OPENING

Customer Care Representative

Clovis, NM

Plateau is accepting applications for a **Customer Care Representative** for Clovis, NM.

Duties include providing excellent customer service, both in person and over the phone, explaining Plateau's various products and services to customers, accepting payments, processing service order requests from customers, obtaining and verifying credit information, and researching customer billing inquiries by phone, in writing, or face to face.

Previous sales and customer service experience, accurate cash-handling experience, excellent oral and written communication skills, and excellent computer skills are required. Fluency in Spanish is helpful. Must work well with or without supervision and demonstrate teamwork and attention to detail.

The normal hours for this position will vary but will fall between 7 am and 6 pm Monday through Friday and 9 am and 5 pm on Saturday. The ability to work flexible hours and occasional travel to cover other locations in the service area are required.

This position is eligible for a variety of exceptional benefits, including 100% company-paid medical, dental, vision and prescription insurance, 100% company-paid annuity pension plan, 401k, generous paid time off and paid holidays.

Apply online at <http://www.plateautel.com/careers/>. This is an immediate opening – apply today! Applications will be accepted until position is filled.

Plateau is an Equal Opportunity Provider and Employer/Veterans/Disabled and a Drug/Alcohol-free Workplace.

View our website at <http://www.plateautel.com/careers/> for a complete listing of all current job openings.