



City of Brewer Utility Billing Specialist

The City of Brewer, Maine is seeking to hire a qualified individual to fill the Utility Billing Specialist position in the Water Department. The successful candidate will have worked in a fast paced office environment, with the ability to prioritize work projects. Experience working for a water or sewer department is highly desirable. The successful candidate will also be able to follow instructions and work well with the public. A strong ability to work with a wide range of computer software and/or the ability to quickly adapt and learn new software programs is highly desirable. The successful candidate will also be organized and be able to utilize and maintain a complex filing system.

The essential duties of this position include: a working knowledge of office procedures, filing systems, correspondence, answering telephone calls, and looking up customer account information, establishing payment arrangements and other administrative duties.

Selected candidates will be required to pass drug screening and will be subject to a background check.

This is a part time position. The City of Brewer offers competitive wages and a comprehensive benefit package. Resumes must be received no later than Sept 2nd, 2014

If you are interested in joining our team of professionals please send your resume with three professional references to:

Brewer Water Department
"Water UBS Search"
223 Greenpoint Road
Brewer, ME 04412

The City of Brewer is an EOE/Affirmative Action Employer.