



# Position At A Glance

Copper Valley Electric Association is accepting applications for the position of Customer Service Representative in the Copper Basin (Glennallen) District.

## **Requirements**

- A valid, or the ability to obtain, Alaska Driver's License
- A high school diploma or equivalent
- Two years of general office experience to include telephone and in-person reception, filing, knowledge of office machines, cash collection, and computer data entry experience
- Electric utility experience is preferred

The Customer Service Representative reports to the Customer Service Supervisor. There will be an introductory period of six months for the successful applicant.

The starting salary is \$24.00 per hour.

## **This position is open until filled.**

CVEA is an Equal Employment Opportunity employer.

Please contact Lisa Howard, Admin & HR Manager, at 907-822-8345, or email [hr@cvea.org](mailto:hr@cvea.org) with any questions. An application is attached at the end of this packet. Please email the completed application to [hr@cvea.org](mailto:hr@cvea.org) or drop off at either CVEA office location.

Glennallen Office  
Mile 187 Glenn Highway  
Glennallen, AK 99588

Valdez Office  
367 Fairbanks Street  
Valdez, AK 99686

Information and application can be found at:  
[cvea.org/careers](http://cvea.org/careers)

Questions can be directed to:  
Lisa Howard  
Admin & HR  
Manager  
907-822-8345 or  
[hr@cvea.org](mailto:hr@cvea.org)

Applications can be emailed to:  
[hr@cvea.org](mailto:hr@cvea.org)