



Mountain Peak Special Utility District
5671 Waterworks Road, Midlothian Texas 76065
Office #: (972) 775-3765 Fax #: (972) 775-6508

This institution is an equal opportunity provider and employer

WE ARE HIRING!

Front Desk Position

Job Description:

We are looking for a friendly and reliable Receptionist / Customer Service Representative to join our team. This position is the first point of contact for our customers, so strong communication and organizational skills are essential.

Responsibilities:

- Answer and direct incoming phone calls
- Greet and assist customers in person
- Set up and manage customer accounts
- Respond to and manage customer emails
- Provide general customer support and information about our services
- Maintain organized records and basic office tasks

Requirements:

- Strong communication and customer service skills
- Basic computer and email skills
- Ability to multitask and stay organized
- Professional and positive attitude
- Previous receptionist or customer service experience is a plus (but not required)

This position will be under direct supervision by Office Manager & General Manager

Pay scale will be dependent on qualifications and will be discussed during the interview process