

BLUE RIDGE ELECTRIC COOPERATIVE, INC.
Job Opening (Pickens Division)
Call Center Representative
March 10, 2025

The Call Center Department will be accepting applications for the position of Call Center Representative in our Pickens division. This position will require the successful applicant to provide his or her own transportation to and from the required work site. If you are interested, please submit an online application and your resume to Taylor Lovinggood, Manager of Human Resources at humanresources@blueridge.coop by, March 21, 2025. The requirements for this position are as follows:

1. Must be able to understand and comply with the rules and regulations of the BREC Safety Manual.
2. A high school diploma is required.
3. Work scheduled night, weekend, and holiday duty as well as emergencies (and other service interruptions) when requested, 24-hours per day, seven days per week.
4. Support the Cooperative's objectives, plans, and programs. The successful applicant must be able to work both in a team environment and individually with other employees and public, as well as support other departments when required.
5. Must have exceptional communication skills to deal with existing and prospective members, as well as all BREC personnel.
6. Must have exceptional computer skills using Microsoft Office and willing to learn BREC software.
7. Must be self-motivated, flexible and have exceptional organizational skills to include multi-tasking, scheduling, and coordinating work.
8. Possess and maintain a professional appearance that is accepted by the cooperative.
9. Bilingual conversation skills are considered a plus.
10. Assist members with billing inquires including high bill questions, program information, payments and other inquiries concerning their accounts.
11. The successful applicant must be willing to work under a 90-day trial period.