

LIST OF VACANT POSITION IN THE OFFICE OF PILI WATER DISTRICT

QUALIFICATION REQUIREMENTS

Position	UTILITIES/CUSTOMER SERVICES ASSISTANT E
No. of Vacancies	One (1)
Salary Grade	Php 708.45/day (Plus 20% premium Php 141.69/day)
Status	Contract of Service

QUALIFICATION REQUIREMENTS

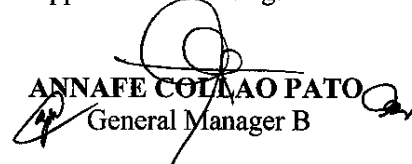
Education	- Completion of two years studies in college
Experience	- None Required
Competency	<ul style="list-style-type: none">- Possess good verbal and written communication skills;- Computer literate and knowledgeable in Microsoft Office applications;- Ability to understand customer's needs, resolve issues/queries and provide excellent customer service- Detail-oriented and accurate in preparing report and maintaining records

Duties and Responsibilities:

- Prepare Monthly Billing Analysis Reports;
- Update concessionaire's status on billing system and reconcile reconnected & disconnected accounts;
- Prepare New Service Connection Reports and post on Billing System;
- Validate and prepare Disconnection Efficiency Report;
- Prepare collection letters on delinquent accounts
- Send SMS due date/disconnection date reminder to concessionaires;
- Assist Frontline personnel in handling customer queries and complaints pertaining to billing;
- Monitoring and prepare illegal connections receivable and payment;
- Perform other duties that may be assigned from time to time.

Last day of submission of Application: January 28, 2024

Approved for Posting:


ANNAFE COLLAO PATO
General Manager B

"We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law".

Date Posted: January 18, 2024