



Town of Lake Placid have an open position for a Customer Service Clerk

Duties includes Customer service: Greeting guests, responding to customer inquiries, and addressing concerns. Administrative tasks: Managing mail, and keeping the front desk area organized. Communication: Answering phone calls and emails, and facilitating correspondence with customers. Conflict resolution: Diffusing customer complaints and responding to customer concerns. Data entry: Inputting data into databases and producing reports. Also includes Handling cash, checks, credit, and debit card transactions. Applicant must have verifiable work experience in customer service, problem solving and cash management. Other duties as assigned. Resumes are welcomed, but a completed Town of Lake Placid application is required in order to be considered for the position. Applications can be downloaded from the Town website at <https://www.lakeplacidfl.net/employment>. **Submit applications to Finance@mylakeplacid.org or drop off an application to the Town of Lake Placid Government Center 1069 US Highway 27 N, Lake Placid, FL 33852.**

Position is open until filled.

Position reposting. Previous applicants need not to reapply

<https://www.lakeplacidfl.net/employment>