

## **Customer Service Representative (Part-Time)**

A Mississippi-based telecommunications company is seeking qualified applicants for a part-time Customer Service Representative position in the Meadville, Mississippi area.

The successful candidate will work with a customer-focused team to provide assistance to new and existing customers via telephone, chat, and email. Responsibilities include performing account services such as activations, deactivations, and service changes for phone, internet, and video offerings. The role also involves processing payments, responding to billing inquiries, troubleshooting services, and scheduling service dispatches as needed.

### **Qualifications and Requirements:**

- High school diploma or GED required
- Proficiency in Microsoft Word and Microsoft Excel
- Excellent verbal and written communication skills
- Prior customer service experience required

### **Additional Information:**

- Work hours will vary from week to week
- Non-smoking work environment
- Equal Opportunity Employer

Please submit resume detailing education, experience and 2 business references to [hrjobs@telapexinc.com](mailto:hrjobs@telapexinc.com) for receipt by **March 16, 2026**. Smoke free environment. EOE.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, pregnancy, or national origin. On request, reasonable accommodations will be made for qualified individuals with disabilities. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability.