



Chicopee Electric Light (CEL) is seeking a **Front Office Clerk**. This position will be responsible for processing all incoming payments from customers, both in person and through the mail, recording all transactions through a computerized system. Answering all incoming calls and supports Customer Service department with daily tasks.

Applicants must have Minimum of two-year office/data entry experience, with a cash handling function is required along with customer service experience. Ability to multi task in a fast paced environment while maintaining a professional and patient attitude with customers and staff at all times. Must work well with public. Excellent computer skills required including experience with Microsoft Excel, Word, as well as other software products. Excellent communication skills both verbally and in writing. Reasoning ability a must. Must maintain a pleasant and patient attitude with customers at all times and work well with the public.

All applicants should send their resume directly to CEL, Attention Human Resources at 725 Front St., Chicopee, MA 01020 or e-mail [ncolberg@celd.com](mailto:ncolberg@celd.com)