

NOTICE

Employment Advertisement

Customer Service Representative

The City of Ringgold is now accepting applications for a Customer Service Representative position. This is a full-time position with benefits after a ninety (90) day probation period. Duties include answering the phone, taking payments, typing, filing, heavy organizational skills, booking city facilities for the public and all forms of communication. Associates degree in business administration or a related field preferred or have a strong professional customer service background. Position may close without advance warning. All interested applicants should complete an employment application at Ringgold City Hall, 150 Tennessee Street, Ringgold, Georgia 30736. NO PHONE CALLS. Applications may also be obtained at www.cityofringgoldga.gov under forms. The City of Ringgold is an equal opportunity employer.