



Southwest Tennessee Electric
MEMBERSHIP CORPORATION

Job Title:	Temporary Member Services Representative	FLSA Status:	Non-Exempt/Hourly
Reports to:	Director of Member Services	Pay:	Negotiable
Training:	Provided	Travel Required:	Not required
Position Type:	Temporary (approx. 3 mos.)	Date Posted:	September 17, 2026
Location Type:	In-Office	Posting Expires:	September 24, 2026
Location:	STEMC – Atoka		

Applications Accepted By:

EMAIL RESUME:

To: atipton@stemc.com or sdinkins@stemc.com
Subject: Temporary Member Services Representative in the Atoka District for approximately three (3) months.

ONLINE:

Job Description

POSITION SUMMARY

Provide effective, reliable service to all members, to promote good member relations, and to maintain accurate, current records on consumer accounts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Have a basic knowledge of bookkeeping and/or accounting procedures and standard office machines.
- Experience in handling and balancing cash is required
- Basic computer literacy and experience with basic office-related software is required.
- Experience dealing with the public is highly desirable.
- Must be able to manage detail work accurately
- Must be able to type, use a calculator and must be able to write legibly.

WORKING CONDITIONS

Inside work in heated/air-conditioned office. 4 days – 9 hours, 1 day – 4 hours, 40-hour work schedule.

An Equal Opportunity Employer male, female, disabled.

Effective Date	09/17/2026
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