



**State of Kosrae  
Federated States of Micronesia**

**KOSRAE UTILITIES AUTHORITY**

P.O. BOX KUA      E-mail: TEL: (691) 370-3799/3344  
Kosrae, FM 96944      caseyfreddy9@outlook.com

**Announcement No:**                      **KUA 22-2630**  
**Opening Date:**                              **9/26/22**  
**Closing Date:**                                **9/30/22**

We are pleased to announce an opening position for Cashier Assistant.  
*Open to both gender male and female.*

**Job Requirements:**

High school diploma or general education degree.

**Duties:**

Provide individualized attention to every customer without any delay.  
Address and follow-up all customer queries.  
Maintain the register area clean and organized.  
Stay updated on new services and pricing.  
Follow cleaning and maintenance standards at premises.  
Attend telephone calls with proper decorum and respond to queries professionally.  
Extend assistance to other departments' staff to enhance customer service.  
Responsible for counting the contents of the cash register drawer at the end of each shift,  
maintaining receipts, printed records, and reversals and adjustments.  
maintain records of easement, customer information, and service requests.

Working Place:                      KUA Main office  
Working time:                        8:00am to 5:00pm  
Working Days:                        Monday to Friday

Application form & information on Job duties and responsibilities are available at KUA Main office with cashier. Submit your application form with your resume at the KUA Main office.