



Calhoun County Electric Cooperative Association

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Rockwell City, Iowa 50579
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Job Posting

Member Service Representative/Energy Advisor (Salaried)

Opening Date: May 29, 2018
Closing Date: Open until filled

Calhoun County Electric Cooperative Association has an opening for a full-time, salaried position commencing on September 4, 2018 in our Rockwell City office. The Member Service Representative/Energy Advisor will be responsible for providing excellent customer service for all members, customers, and the public.

EDUCATION & EXPERIENCE

High School diploma required. Bachelor's degree preferred. Knowledge of electrical theory also desired. Should possess the ability to professionally and effectively communicate to all customers and co-workers.

SKILLS

Excellent written, oral, interpersonal communication and customer service skills. Must demonstrate initiative, dedication, and positive attitude. Must be capable of communicating effectively and professionally with employees, members, and business professionals. Must be proficient in Microsoft Office applications and have the ability to quickly learn and effectively use new software programs. Excellent organization and record-keeping skills necessary.

DUTIES

The Member Service Representative/Energy Advisor is responsible for receiving and responding to member inquiries. Administer and facilitate energy efficiency programs, key accounts communications, and maintain AMI/Load Management assets.

BENEFITS

Competitive compensation and extensive benefit package, including paid time off, medical and retirement options.

Calhoun County Electric Cooperative Association is an Equal Opportunity Provider and Employer