



## **A Brighter Future is Available for You at Barron Electric Cooperative**

Become part of the Barron Electric Cooperative team and only work  
Monday through Friday, 40 hours per week!

Barron Electric is hiring full-time Member Account Representatives. Applicants must be well organized and have the ability to clearly express themselves in verbal and written communication. Qualified applicants must possess exceptional customer service skills for effectively dealing with a variety of people.

We offer a competitive wage, as well as, a full benefit package including, medical coverage, retirement options, sick leave, vacation and paid holidays. You have the opportunity to work for a stable, progressive and locally owned electric utility serving 18,000 members in Northwest Wisconsin.

Duties include, but are not limited to:

- Assisting members: one-on-one and on the phone
- Clerical duties as assigned
- Data entry
- General accounting functions

Minimum requirements:

- High school diploma required
- 2-year Administrative Professional, Business Management or Marketing Degree or a minimum of 3 to 5 years of related customer service experience is preferred
- Proficient in Microsoft Office programs such as: Outlook, Word, Excel & PowerPoint
- Class D – Regular (Auto, Light Truck) Drivers License
- Pre-employment drug screening and physical are required

Application is available to download from our website under [Job Opportunities](#) and should be emailed, along with cover letter and resume, to: [barronec@barronelectric.com](mailto:barronec@barronelectric.com).

Applications are due by noon on Thursday, January 25, 2018.

*An Equal Opportunity Employer*