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CAREER OPPORTUNITY

Job Title: Marketing/Customer Service Representative

Mid-Yellowstone Electric Cooperative (MYEC) seeks to fill an immediate opening for a Marketing/Customer Service Representative position in Hysham, MT.

SUMMARY: To create a positive and pleasant working environment while providing courteous and accurate customer service within the guidelines provided by MYEC. This person will be a vital part of the member billing process. This person will also be responsible for communications for the cooperative both internal and external.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee must be able to work effectively on a daily basis with a variety of individuals; must have the ability to remain flexible and adaptable to change; must be able to use office equipment; and requires proficiency in Microsoft Office software and social media management. Excellent communication (oral and written), copywriting and editing, organizational and planning abilities are preferred. Experience with web development and design, photo/video editing, and experience with the various digital platforms is preferred.

Employee must be able to assure the confidentiality and integrity of information, reports, and data processed by the Cooperative.

Employee must have the ability to conduct oneself in a professional manner in the workplace and while representing the cooperative away from the office.

EDUCATION and/or EXPERIENCE: A High School diploma or general education degree (GED); or six to twelve months related experience and/or training; or equivalent combination of education and experience.

Applicants will need to go to our website at www.myec.coop and download our employment application. Complete the employment application and submit it along with a cover letter, resume, salary expectations and at least three references to: Mid-Yellowstone Electric Cooperative, Attn: Marj Cunningham, PO Box 386, Hysham, MT 59038. Applicant may also email all required documents to marjc@myec.coop. Deadline for applications to be received will be end of day on May 5, 2023.

Mid-Yellowstone Electric Cooperative is an equal opportunity employer.