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RECEPTIONIST/CUSTOMER SERVICE REPRESENTATIVE

POSITION PURPOSE:

Including, but not limited to receptionist and cashier duties by receiving payments in person and by mail, opening and balancing the cash register daily, answering phones and directing calls and visitors to the correct department, opening and distributing mail to each department, maintaining member billing accounts and answering general member questions concerning the cooperative.

EDUCATION/EXPERIENCE

- High School and associated degree in general business administration job related field required.
- Closely related and progressive job experience may be substituted for a portion of the education requirements.
- 1 to 2 years of customer service preferred.

ABILITIES/SKILLS

- Will be required to work independently and with other team personnel.
- Must have good communication, both oral and written, and good interpersonal skills.
- Must be accurate, showing good attention to detail.
- Advanced computer, Microsoft Word, Excel and Microsoft Publisher abilities are essential.
- Must be receptive to new ideas, procedures, and policies.
- Must display a friendly attitude and disposition in working with members, co-workers, and the general public.

This is a regular full-time employment position. Salary commensurate with education and experience. Excellent benefit package. Interested individuals should apply by contacting Alex McMillin at Roseau Electric's office or by emailing amcmillin@roseauelectric.com.

Application must be received in office by Friday, December 1, for consideration.

Roseau Electric Cooperative is committed to providing its member-owners low cost, high quality, safe and reliable electricity with friendly, efficient and knowledgeable service.