

MEMBER SERVICE REPRESENTATIVE, Cooperative Light & Power, Two Harbors, MN

Come and join our dynamic team! Cooperative Light & Power (CLP) is seeking a full-time Member Service Representative. Candidates must be motivated, have the ability to work under pressure, and have good decision-making skills. Computer skills, including Microsoft Word and Excel, is required; a background in accounting, marketing, and/or utility experience is desirable but not required.

Job duties include, but are not limited to, administrative support, excellent customer service skills, payment processing, financial work, filing, using multiple computer programs, and general office duties in a busy, respectful work environment.

CLP offers a competitive wage, medical insurance, and the NRECA benefits package, including 401k, pension, life, health, and disability. Office employees are represented by Teamsters General Local Union No. 346.

Submit your resume and cover letter to Cooperative Light & Power, c/o Office Manager, Sue Schmitz, PO Box 69, Two Harbors, MN 55616, or email to susies@clpower.com. To be valid, a confirmation email must be returned to the applicant. CLP is not responsible for undelivered emails. All resumes and cover letters are to be in the Cooperative Light & Power office by the end of the business day on September 25, 2020.

CLP is an electric cooperative serving over 6,000 members in Lake and parts of St. Louis County. CLP is an Equal Opportunity Provider and Employer.