

## **Engineering & Operations Assistant**

Pioneer Electric Cooperative is seeking a highly motivated, professional individual for the position of **Engineering & Operations Assistant**. Responsibilities include performing clerical duties for the Engineering & Operations staff. This consists of answering telephone calls, making copies, maintaining reports & files, making travel arrangements, performing basic computer skills, operating a two-way radio, assisting members etc. Successful applicants should have clerical/secretarial experience performing general and advanced office procedures. Successful candidate must strong organizational and people skills, proficient in the use of Microsoft Office Suite (Word, Excel, PowerPoint), ability to work with members, business partners, and employees, all while maintaining confidentiality.

Compensation will be based on education and experience. Benefit package includes employer provided family medical, dental, vision and life insurance, pension and 401(k) plan with employer matching contribution, holidays, vacation and sick leave.

Finalist will be required to successfully pass post-offer routine physical examination, alcohol/drug test, possess valid Kansas drivers' license and reside within service territory ( 15-20 minutes from the office).

Resumes may be sent to Pioneer Electric, ATT: Human Resources, PO Box 368, Ulysses, KS 67880, hand-delivered to Pioneer Electric, 1850 W. Oklahoma, Ulysses, Kansas or emailed to [mmorales@pioneerelectric.coop](mailto:mmorales@pioneerelectric.coop) . **Deadline for submitting resumes is May 24, 2018.**