

CONSUMER ACCOUNTS CLERK

Pioneer Electric is seeking one professional individual for the full-time **Consumer Accounts Clerk** position. Responsibilities include filing/scanning, collecting disbursing, and processing mail, receiving visitors, operating a multi-line telephone, and other office machines. Successful applicant will assist with processing new memberships and service applications, recording payments and receiving incoming telephone calls. Interested candidates must have excellent interpersonal communication skills, proficient in the use of Microsoft Word/Excel, a high degree of accuracy and attention to detail, enjoy public contact and ability to work with a variety of consumers under differing circumstances. The ability to read and speak Spanish is preferred, but not required. Pioneer Electric offers a competitive compensation and benefit package.

Finalist will be required to successfully pass a post-offer physical examination and alcohol-drug test, and possess a valid Kansas driver's license. At time of employment, must reside in the Pioneer Electric service territory.

Applications should be completed online at www.pioneerelectric.coop and resumes may be mailed to Pioneer Electric, ATTN: Human Resources, PO Box 368, Ulysses, KS 67880, completed online at www.pioneerelectric.coop, or emailed to mmorales@pioneerelectric.coop. **Deadline for submission of resumes and/or applications is July 28, 2021.**