



POSITION OPEN: **Member Services Representative**

LOCATION: **Two Harbors, MN**

POSITION SUMMARY: Cooperative Light & Power (CLP) has an immediate opening for a full-time Member Services Representative.

QUALIFICATIONS AND RESPONSIBILITIES: Candidates must have a high school diploma or equivalent. Candidates will have good customer service skills, be motivated, have the ability to work under pressure, and have good decision-making skills. Computer skills, including Microsoft Word and Excel, are required; knowledge of Adobe Creative Cloud is preferred but not 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, marketing support, filing, using multiple computer programs, and general office duties in a busy, respectful work environment.

APPLICATIONS: Submit your resume and cover letter along with three references to: Cooperative Light & Power, Member Services/HR Manager Carey Hogenson, PO Box 69, Two Harbors, MN 55616, or by email to careyh@clpower.com. A confirmation email will be returned to the applicant if submitted by email. CLP is not responsible for undelivered mail or email. All resumes and cover letters are due by the end of the business day on Friday, October 20, 2023. No phone calls, please.

ADDITIONAL INFORMATION: 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.

CLP is an electric cooperative serving over 6,400 members in Lake and part of St. Louis County. CLP is an Equal Opportunity Employer.