



Date: May 20, 2025  
From: Blaine Rekken, Member/Energy Services Manager

**Position Opening:** Receptionist

**Position Location:**

Nodak Electric Cooperative, Inc., 4000 32<sup>nd</sup> Avenue S, Grand Forks, ND 58201

**Purpose for the Position:**

To provide members and the public a positive member-service experience when handling inbound telephone calls and office visits, creating a feeling of goodwill toward the cooperative. To provide clerical work as needed.

**Application Timeline:**

Closing date for this position is June 10, 2025.

**Education/Experience:**

High School diploma or GED required. Certificate or A.A.S. in Customer Service or Office Management preferred. Closely related and progressive job experience may be substituted for a portion of the educational requirements. One to two years of customer service and/or switchboard experience required.

**Abilities/Skills:**

Applicant must be an active listener, friendly, possess good written and verbal communication skills, be punctual, dependable, able to work under pressure and have exceptional people-skills. Proficiency in utilizing Microsoft Suite office products is preferred.

This is a full-time, permanent position with our cooperative offering an excellent benefit package and working environment.

For information and to apply for this position, please visit our website at [www.nodakelectric.com/employment-opportunities](http://www.nodakelectric.com/employment-opportunities) If you have any questions, contact Blaine Rekken at 701-746-4461 or 800-732-4373 or e-mail address: [brekken@nodakelectric.com](mailto:brekken@nodakelectric.com)

**Cooperative Information:**

Nodak Electric Cooperative provides electric service to over 15,500 members in all or parts of Barnes, Benson, Cass, Eddy, Grand Forks, Griggs, Nelson, Pembina, Ramsey, Steele, Traill and Walsh counties in North Dakota.

*An Equal Opportunity Employer*

*Nodak Electric Cooperative, Inc. is a drug free workplace and conducts pre-employment background checks.*

