



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

Position Opening: Receptionist

Position Location:

Nodak Electric Cooperative, Inc., 4000 32nd Avenue S, Grand Forks, ND 58201

Purpose for the Position:

To provide members and visitors 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. Excellent benefit package and working environment.

For information and an application for this position, please visit our website at www.nodakelectric.com, or contact Blaine Rekken at 701-746-4461, e-mail address: 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.

