



Calhoun County Electric Cooperative Association

A Touchstone Energy® Cooperative



Member Service Representative

Calhoun County Electric Cooperative Association is seeking qualified candidates for the position of Member Service Representative.

This position is primarily responsible for the promotion of the Cooperative's services and programs to members and employees. The successful candidate will assess and address issues including rates, billing, metering, power quality, service reliability, facility maintenance, and will manage the cooperative's information technology systems. The individual will be required to exhibit strong written/verbal communication skills, possess excellent computer skills, and be proficient with computer programs including Word, Excel, Outlook, and Adobe Acrobat.

CCECA offers a strong wage and comprehensive benefits package which includes health, dental, vision, life, and long-term disability insurances, paid sick leave, vacation, and holidays, a defined retirement plan and 401k options. Salary will commensurate with experience and qualifications.

CCECA is committed to safety and candidates must be able to meet all safety standards included in the standard operating procedures. Pre-employment drug screening and physical will be required.

An application and complete job description can be found at www.calhounrec.coop/careers.

Qualified applicants should e-mail a cover letter, completed application, and three professional references to humanresources@calhounrec.coop. Documents may also be submitted via mail to Human Resources, Calhoun County Electric Cooperative, PO Box 312, Rockwell City, IA 50579.

Calhoun County Electric Cooperative Association is an Equal Opportunity Employer.