



Member Service Representative -Electric

Arrowhead Cooperative is seeking a Member Service Representative in the Electric division that is professional, detail-oriented, and organized, with exceptional customer service. This position will be responsible for providing account services including establishing new accounts, taking payments, and account maintenance for our electric membership. Additional responsibilities include resolving member inquiries regarding billing statements, meter readings, usage, capital credits, and other account information.

To qualify, candidates must have a high school diploma or equivalent and at least 2 years of experience in a customer service-focused role. A successful candidate will have working knowledge of office practices and record-keeping, excellent communication and organizational skills, and can prioritize work with minimal supervision. Must be proficient in Microsoft Office Suite or similar software.

Arrowhead Cooperative provides a dynamic, fast-paced, team environment with competitive pay and excellent benefits. This position's starting pay is \$20-\$25/hour.

For more information regarding Arrowhead Cooperative, please visit our website at www.arrowheadcoop.com. To apply, please email your resume to: Jenny Kartes, jkartes@arrowhead.coop. An EEO/AA Employer. No agencies please.