


Position Posting

MVEC

MINNESOTA VALLEY ELECTRIC COOPERATIVE

A Touchstone Energy® Cooperative 

Operations Coordinator

The **Operations Coordinator** provides support to Engineering and Operations team along with providing reliable and professional support to members. Provides effective and efficient administrative support to all departments with a special focus on the Operations Department.

Duties and Responsibilities:

- Fulfills responsibilities including but not limited to scheduling, delegating, and coordinating process improvements while in accordance to MVEC's policies, procedures, and practices relative to construction of the distribution system. Support work flow process to assure timelines and project stay on task.
- Process completed work order projects, applying materials and verifying staking sheets, reviewing open work orders to ensure all completed projects are submitted to finance for RUS loan funding.
- Verify and process information from staking sheets to ensure accurate inventory and continuing property records (CPR).
- Performs numerous duties assisting the Operations Manager & Engineering Manager.
- Lives the Spirit of Our Cooperative.

Required Qualifications:

- High School Diploma and 5 years of administrative related experience OR a 2-year associate degree in business administration or related degree and 2 years of experience, utility specific experience preferred
- Proficient in Microsoft Office Suite
- Ability to work without close supervision
- Organize and prioritize workload to maximize customer service
- General PC skills with emphasis on accurate data entry

Preferred Qualifications:

- 2 years of Project Management or effective work flow experience

Applicant must be committed to providing service beyond members' expectations and lead by example. To apply, please submit a resume to jobs@mvec.net. The deadline to apply is **Sunday, October 9th, 2022**.

Equal Opportunity Employer

Our Mission: To create exceptional member experiences, while safely providing reliable energy at cost.

Minnesota Valley Electric Cooperative is an equal opportunity provider and employer