

# Now Hiring

*Whetstone Valley Electric Cooperative is seeking a*

## **Service and Contracting Coordinator**

### **Responsibilities:**

- Coordinate with Department Managers, customers, technicians, and suppliers, to schedule customer jobs to completion.
- Serve as point of contact regarding labor and material recourses for supervisors, employees, and customers.
- Review charges to ensure accurate billing.
- Conduct follow-up contacts to ensure customer satisfaction.
- Issue purchase orders, receive and maintain inventory for the service & contracting department.

### **Knowledge, Experience, Skills and Abilities:**

- Must be highly organized with the ability to multi-task.
- High school education or equivalent required. Technical degree or experience with electrical, HVAC, or material inventory is preferred.
- Must be able to effectively communicate with other employees, consumers, contractors, and vendors.
- Critical thinking and planning skills.
- Skilled in operation of computers, including Microsoft products, and other applicable software.
- Ability to work independently and efficiently.
- Willingness to participate in continuing education and keep pace with new technologies.
- Ability to work inside and/or outside the office.
- Ability to maintain complete confidentiality of confidential information.
- Must have a valid driver's license.

**To apply, email an application and resume to [office.manager@whetstone.coop](mailto:office.manager@whetstone.coop)**

**or mail them to Whetstone Valley Electric Cooperative, Inc.**

**c/o Office Manager, PO Box 512, Milbank, SD 57252.**

**For more information or to obtain an application form, call 605-432-5331 or visit**

**<https://whetstone.coop/employment-opportunities>.**

*Whetstone Valley Electric Cooperative is a drug-free workplace and equal opportunity employer.*