



Work Order Coordinator

Capital Electric Cooperative (CEC) has an immediate opening for a Work Order Coordinator at our Bismarck, ND headquarters.

Responsibilities

- Setup, track, and closeout work order construction projects
- Coordination of new service construction documentation.
- Coordination with accounting, engineering, operations, and billing departments to ensure that construction projects move forward in an efficient and accurate manner.

Required Qualifications:

- Excellent interpersonal skills: this position will interact frequently with internal and external customers.
- Proficient with Microsoft office products
- Aptitude to quickly learn new software solutions
- Excellent oral and written communication skills
- Positive attitude and strong work ethic
- Commitment to excellent customer service

Strongly Preferred Qualifications:

- Electric Cooperative experience
- NISC IVUE Software experience

This position is full-time and offers a competitive salary and a comprehensive benefit package including comprehensive Health Insurance, paid time off and upon reaching eligibility requirements, a 401K with employer match and a retirement pension. A complete job description can be found at <https://www.capitalelec.com/jobs>. A job application can be downloaded at <https://capitalelec.com/forms>. Qualified applicants should submit via email a resume (or completed application) and three references to:

Luke Steen, Business Manager
Email: lukes@capitalelec.com
Capital Electric Cooperative, Inc.

Capital Electric Cooperative is a member-owned electric that serves over 22,000 electric services in central North Dakota. CEC strives to serve our community and members as their trusted energy provider and partner through our values of integrity, commitment to community, innovation, and accountability.

Capital Electric is an equal opportunity provider and employer.