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WWW.SLOPEELECTRIC.COOP

Slope is hiring a Document Imaging Representative (Seasonal) to join our New England, ND office location. Slope Electric Cooperative, Inc. (Slope) is a member-owned grassroots organization serving member-consumers residing in Adams, Bowman, Hettinger, and Slope counties in southwest North Dakota. The electric transmission and distribution cooperative has service centers in New England and Bowman.

This position provides prompt, efficient, courteous, and reliable scanning services. Maintains cooperative documents on the software system. Prepares documents to be scanned and indexed and ensures documents can be properly viewed. Ensures cooperative documents are retained for the required retention period. Properly maintains scanning equipment.

To perform effectively in this position, applicant must be currently enrolled as a full-time student in a high school or GED program; completion of sophomore year preferred. Experience utilizing office automation technology and personal computer (Microsoft Word, Excel, Outlook) is preferred. A valid North Dakota driver's license is required.

Slope offers competitive wage and work-life balance.

TO APPLY:

Please send a completed Slope employment application to hr@slopeelectric.coop by May 4th.

Applications can be downloaded www.slopeelectric.coop click on Your Cooperative and select Job Openings.

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Your Touchstone Energy® Cooperative 

Slope Electric Cooperative, Inc. is an equal opportunity provider, employer and lender.