

Are you ready to elevate your career? At West Dakota Utility Services (WDUS), we're on the lookout for an Administrative Assistant to join our team. We're not just another employer; we're a dynamic, forward-thinking business born out of collaboration with Mor-Gran-Sou Electric Cooperative, Roughrider Electric Cooperative, and Slope Electric Cooperative.

Why Choose WDUS? Our commitment to our employees is robust, just like our dedication to serving our valued partners. We believe in a supportive work environment that not only allows you to thrive professionally but also ensures a healthy work-life balance. Here's what you can expect:

- **Competitive Compensation:** We value hard work and believe it deserves recognition and rewards.
- **Comprehensive Benefits Package:** Your well-being is a priority. We've got you covered, so you can focus on your career.
- **Ideal Work-Life Balance:** We understand that time is valuable, and we're committed to maintaining that balance.

Key Responsibilities: As an Administrative Assistant at WDUS, you will have the opportunity to provide administrative services to WDUS. Help elevate the level of service, offer consistent support, and effective communication.

Qualifications: We're looking for someone with the right blend of experience and skills:

- Experience in providing great customer service.
- Strong interpersonal and communication skills.
- An associate degree, high school diploma or equivalent.
- A valid ND driver's license.

Ready to Elevate Your Career? To learn more about West Dakota Utility Services, delve into the full job description, and apply for this opportunity, please visit our website at www.wdus.coop/careers.com

Apply. Email your cover letter, resume, and the completed application to hr@iea.coop. This opportunity will remain open until it's filled.

Join us and become an integral part of our commitment to delivering innovative solutions while fostering strong member relationships. ***Your career journey begins here.***

West Dakota Utility Services (WDUS) is an equal opportunity employer.