



Jemez Mountains Electric Cooperative, Inc.

Your Touchstone Energy® Cooperative 

JOB POSTING

Jemez Mountains Electric Cooperative, Inc is accepting applications for the position of General Office Assistant 0-12 Months for the Espanola Office. The General Office Assistant will report to the Manager of Administration and External Affairs and will work in all facets of the Cooperative for training purposes and as a backup as required or directed.

Education: High school diploma or equivalent required. Valid New Mexico Driver's license or ability to obtain prior to first day of employment required. Must be eligible to be and remain insured as a driver by the Cooperative's group liability policy for the automotive fleet.

Essential Functions: The General Office Assistant is an entry level position (0-12 month's experience) that performs various administrative tasks such as answering phones; taking payments and helping customers resolve their concerns. This position will also train to be a backup for Cashiers when the need arises.

Experience, Training, Knowledge, Skills and Abilities:

- Ability to accept change and new technology
- Ability to communicate effectively both orally and in writing
- Ability to work independently
- Ability to prioritize and manage multiple tasks
- Ability to operate commonly used office equipment and computer software

JMEC offers a competitive salary commensurate with qualifications, along with a comprehensive benefits package.

Applications/resumes will be accepted until close of business, Wednesday, October 9, 2024. Please send your application materials to:

Tina Trujillo Archuleta, Manager of Administration and External Affairs
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