

Operations Coordinator

Adams-Columbia Electric Cooperative is now accepting applications for a full – time **Operations Coordinator** at the Friendship Office. Duties will include providing support to the Operations and Engineering group, data entry, record keeping, dispatching crews and other administrative duties as assigned.

The ideal candidate will have excellent computer skills, customer service skills and previous experience working in a multi-tasking office environment.

Adams Columbia Electric Cooperative is committed to creating a diverse environment and is proud to be an equal opportunity employer. We offer a competitive wage and a full benefits package. To apply, or for more information, please visit <http://www.acecwi.com/Careers> to download an application. You may also pick up an application in person at the Friendship office. The deadline to apply is Friday, February 24th.

EOE M/F/Disability/Veteran