

## **Key Accounts Coordinator**

Adams-Columbia Electric Cooperative is hiring a Key Accounts Coordinator to provide high-touch service for our commercial, agricultural and distributed generation members. This role works closely with Member Services, Operations and Engineering to support rates, reliability, communication and project coordination across key accounts across our service territory.

### **What you'll do**

- Serve as the primary contact for key commercial, agricultural and distributed generation accounts
- Develop and carry out key account strategies and service plans
- Assist members with usage concerns, energy efficiency and rate comparisons
- Coordinate new services, upgrades and expansion projects with Operations and Engineering, including timelines
- Proactively connect with large power accounts about upcoming projects and needs
- Support community engagement efforts and programs such as Commitment to Community, USDA loan and grant programs, farm rewiring grants and loans, grant writing and political advocacy
- Assist with member and community events and special meetings

### **Qualifications**

- Associate degree in business or equivalent knowledge and experience related to customer service, business management, economic development and electrical distribution systems
- Strong communication, teamwork and project management skills
- Proficiency with Microsoft Word, PowerPoint and Excel
- Ability to handle confidential information and represent ACEC professionally
- Valid Wisconsin driver's license
- Ability to work in the office and in the field year-round
- Ability to acquire and maintain a Notary Public Commission

**Preferred**

- Degree in Business Administration, Marketing or Agri-Business
- Five or more years of progressive experience in sales, marketing, agri-business, finance or key accounts
- Utility experience and familiarity with line design or electrical construction and maintenance

**How to apply**

To apply, or for more information, please visit <http://www.acecwi.com/Careers> You may also pick up an application in person at the Friendship office. The deadline to apply is Friday, May 22<sup>nd</sup> at 4:00 p.m.

EOE M/F/Disability/Veteran