



Northern Lakes Co-op Energy Center

Customer Service Representative

Part-time/Full-time Position Opening

This is a high-level customer service position that requires a variety of written and verbal communications. Must have experience in Microsoft Word and Excel and be able to learn other computer applications as necessary. Attention to detail is of high importance.

Basic Duties include:

- Answering telephone/receptionist
- Taking fuel (propane & bulk fuel) orders
- Process propane contracts
- Processing receivables
- Daily reconciliation
- Assist in projects concerning different aspects of the Energy Center

This position is approximately 25-32 hours per week Monday through Friday and is subject change upon the needs of the Energy Center.

Rate of pay shall be based upon experience, knowledge and/or education.

Please submit resume and letter of application to:

Northern Lakes Co-op Energy Center
Attn: Brenda Bublitz, Manager
P.O. Box 985
15877W US Hwy 63
Hayward, WI 54843
brenda.bublitz@nlcoop.com