



The North Dakota Association of Rural Electric Cooperatives (NDAREC) in Mandan, N.D., is accepting applications for an Administrative Specialist.

NDAREC offers a competitive salary, excellent benefits along with an exceptional company culture.

Primary responsibilities:

- Provide association-wide high level operational, technical and administrative support.
- Work on multiple assignments, projects and business documents for different service areas and meet various deadlines.
- Perform administrative duties, including routing visitors, answering the telephone, scheduling, recordkeeping, maintaining lists and databases, organizing and ordering supplies, taking meeting minutes, and arranging travel and accommodations.
- Prepare and edit various communications materials.

Competencies:

- Strong interpersonal, planning, organizational and time management skills.
- Technical savvy, high proficiency with Microsoft Office tools and the ability to learn new or updated software.
- Keen attention to detail.
- Ability to work independently, reliably and multitask.
- Knowledge, or ability to quickly acquire familiarity, of the roles and function of the assigned department.
- Flexible and adaptable in various situations and when interacting with many different workgroups or stakeholders.

Experience and education:

- Require a high-school diploma or G.E.D. and 3 years of experience in a related role.
- Prefer an Associate degree, commercial degree, or equivalent of 5 years' experience in administrative support, business, communications or general office procedures.

Application Submission:

Provide cover letter and resume. Send application information to Tavi Leier, HR Manager, at careers@ndarec.com or P.O. Box 727, Mandan, ND 58554.

Application Deadline: August 16, 2021

NDAREC is an equal opportunity provider and employer.