



Full-time Operations Staff Assistant Position Available

Barron Electric Cooperative is seeking an individual to fill a full-time Operations Staff Assistant position in Barron, Wisconsin. The Operations Staff Assistant assists with both field and office duties, ensuring efficient coordination of daily operational activities from the Barron and Spooner offices.

Duties include but are not limited to assisting the Operations department with appointments, staking, completing staking sheets, permitting approvals, acquiring easements, map edits, vegetation management program to ensure compliance with terms and conditions, answering member's questions, general coverage for the Operations department and job site inspections.

Minimum Qualifications:

1. Education Requirements:
 - High school diploma or equivalent.
2. Experience in line construction, line builds and general operations is preferred but not required.
3. Technical Knowledge: Working knowledge of National Electric Code (NEC) and National Electric Safety Code (NESC) is preferred. The ability to interpret and apply applicable codes, standards and industry best practices is desirable.
4. Proficient in Microsoft Office programs such as Outlook, Word, Excel & PowerPoint.
5. A valid Wisconsin driver's license is required.

Essential Physical Requirements:

1. Ability to sit or stand for extended periods throughout the workday.
2. Ability to perform light physical work, including occasionally lifting and carrying up to 50 pounds with or without assistance.
3. Ability to work both indoors and outdoors in all weather conditions as required.
4. Travel occasionally as required for meetings, field assignments, events, and other job-related duties.

Benefits Include:

- Health Insurance, Life Insurance, and Disability Insurance
- Sick Leave, Vacation, and Paid Holidays
- Retirement and 401(k) Plan

Interested individuals must send the following documents no later than 10:00 a.m. on **Wednesday, November 4, 2026**:

1. Cover Letter
2. Resume
3. Completed Barron Electric Cooperative Application

Barron Electric Cooperative applications are available at www.barronelectric.com under My Cooperative and Job Opportunities.

All documents may be mailed to: Barron Electric Cooperative
Attn: Executive Assistant/HR Administrator
PO Box 40
Barron, WI 54812

Or emailed to: barronec@barronelectric.com