



1434 State Highway 25 North • PO Box 40 • Barron, WI 54812
Phone: 800-322-1008 • Fax: 715-637-1906 • For Outages Only: 866-258-8722

A Brighter Future is Available for You at Barron Electric Cooperative

Become part of the Barron Electric Cooperative team and work Monday through Friday, 40 hours per week!

Barron Electric Cooperative is seeking to fill a full-time Receptionist position in Barron, Wisconsin. You will have the opportunity to work for a stable, progressive, and locally owned electric utility serving 19,000 members in Northwest Wisconsin.

Applicants must be well organized and have the ability to clearly express themselves in verbal and written communication. Qualified applicants must possess exceptional customer service skills for effectively dealing with a variety of people.

Duties include but are not limited to assisting members one-on-one and on the phone, clerical duties, data entry and general accounting functions.

Minimum Qualifications:

1. Education Requirements:
 - High school diploma required or equivalent GED
 - 2-year Administrative Coordinator or equivalent degree, or a minimum of 3-to-5 years of customer service-related experience preferred
2. Must possess a valid Wisconsin driver's license
3. Must be highly organized and detail-oriented
4. Proficient in Microsoft Office programs such as Outlook, Word, Excel & PowerPoint

Essential Physical Requirements:

1. Ability to sit or stand for sustained periods of time during the workday
2. Perform physical work, infrequently lifting or moving up to 50 pounds without assistance
3. Must be able to work outdoors and travel as occasioned by meetings and duties

Benefits Include:

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

Interested individuals should send a cover letter, resume, and a completed Barron Electric Cooperative application no later than 12:00 p.m. on **Monday, November 10, 2025**. Barron Electric 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