



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 in person and on the phone, clerical duties, data entry and general accounting functions.

Minimum Qualifications:

1. Education Requirements:
 - High school diploma or equivalent is required
 - Associate degree in administrative or related field is preferred; three or more years of related customer service experience will be considered
2. A valid Wisconsin driver's license is required
3. Highly organized with strong attention to detail and accuracy
4. Proficient in Microsoft Office programs such as Outlook, Word, Excel & PowerPoint

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 outdoors and travel as required for meetings, events and other job-related 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. Applications will be accepted until June 4, 2026 or until the position is filled. 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