





ADMINISTRATION CLERK – SUMMER INTERN

JOB DESCRIPTION

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COMPANY OVERVIEW:

Incorporated in 1939, Indian Electric Cooperative, Inc. is a member-owned, not-for-profit distribution cooperative that supplies electric service to its members in seven north-central and northeastern Oklahoma counties including Pawnee, Osage, Creek, Payne, Noble, Kay and Tulsa.

IEC provides almost 14,000 members with service to 20,080 homes and businesses through 3,516 miles of distribution line covering a service territory of 2,500 square miles.

IEC is powered by skilled and loyal employees.

POSITION SUMMARY:

This is a temporary part-time position limited to 1,000 hours of service within 12 consecutive months.

ABILITIES AND SKILLS:

- Must possess organizational skills and attention to detail.
- Must have the ability to type with speed and accuracy sufficient to complete assigned duties.
- Ability to work professionally with a diverse range of people.
- Ability to remain task oriented.

RESPONSIBILITIES AND DUTIES:

- Sort administrative data into order and file accordingly.
- Assist with clerical duties such scanning, filing, sorting, copying, and distribution.
- Data entry and updating spreadsheets.
- Discard and shred documents when required by official procedures.
- Other duties as assigned.

QUALIFICATIONS:

- Must be at least 16 years of age.
- Education: Current high school or college enrollment.
- Experience: No experience required.
- Job Knowledge: Working knowledge of general office equipment and practices.



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WORKING CONDITIONS:

- Normal office conditions.

COMPENSATION AND BENEFITS:

- Hourly Rate: \$12.00 - \$15.00

Signature

Date

