





FIBER OPERATIONS CLERK – SUMMER INTERN

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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, with an expected average of 20 hours per week.

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 fiber operations data into order and file or log accordingly.
- Assist Director of Fiber Operations with clerical duties, filing, sorting, copies, and distribution.
- Assist Purchasing Agent with fiber equipment inventory and stocking.
- Issue fiber splicing equipment to outside contractors as requested, maintain check-out log.
- Coordinate data integration with VETRO administrator.
- Track and enter pertinent CBE data into electronic storage.
- 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.



J O B D E S C R I P T I O N

- Job Knowledge: Working knowledge of general office equipment and practices.

WORKING CONDITIONS:

- Normal office conditions.
- Some outside duties in warehouse setting.

COMPENSATION AND BENEFITS:

- Hourly Rate: \$12.00 - \$15.00

Signature

Date

