



4031 Highway 37 Bypass
P.O. Box 399
Garrison, ND 58540-9447

Customer Service Representative/Billing Coordinator

McLean Electric Cooperative seeks a full-time CSR/Billing Coordinator in our Garrison Office. Candidates must be dedicated to delivering exceptional customer service to our members and ensuring their needs are met with professionalism, courtesy, and reliability. Customer service is essential, and strong attention to detail is crucial.

Job duties will include, but are not limited to, answering phone calls, processing payments, member bill inquiries, transfer/reconnecting of services, disconnections, and service orders. This candidate will be trained to be proficient in all billing department processes.

McLean Electric offers a robust benefits package. This includes medical, dental, vision, paid vacation, sick leave, 401(k), pension, and life insurance coverage. Working hours are Monday through Friday, 8:00 AM to 5:00 PM.

To apply, download an employment application from www.mcleanelectric.com under My Cooperative-Careers. Submit the completed application along with a cover letter and resume to:

McLean Electric Cooperative
Attn: Tonya Graeber
PO Box 399
Garrison, ND 58540 or email to tonyamg@mcleanelectric.com

The application deadline will be the end of the day, December 2nd, 2024.

McLean Electric Cooperative is an Equal Opportunity Provider and Employer