




**Jump River Electric  
Cooperative, Inc.**

Since 1938

Your Touchstone Energy® Cooperative 

### **JUMP RIVER ELECTRIC COOPERATIVE – EXECUTIVE ASSISTANT (EA)**

Jump River Electric Cooperative (JREC) invites applications for the position of Executive Assistant in Ladysmith, WI and has selected Dairyland Power Cooperative to facilitate the search process.

Jump River Electric Cooperative (JREC) is a rural electric cooperative located in northwest Wisconsin composed of 24 employees serving 8,750 members across a service area of more than 1,800 miles of line. Headquarters is located in Ladysmith, Wisconsin with satellite offices in Hayward and Hannibal, Wisconsin.

The Executive Assistant is responsible for providing executive support to the General Manager/CEO, Board of Directors, and management team. This role encompasses a broad array of tasks including the preparation of documents, assistance with travel arrangements, and event coordination, as well as serving as the corporate secretary to the Board of Directors. In addition to these responsibilities, this position also oversees human resources functions and benefits administration. Reporting directly to the General Manager/CEO, the Executive Assistant plays a crucial role in maintaining harmonious relationships not only within the team but also with its members, vendors, and the wider community. This role is instrumental in upholding the cooperative's reputation for professionalism and dedication to service.

#### **Responsibilities:**

- Provides secretarial services for matters of significance to the General Manager/CEO, Management Staff, and Board, directly related to the general business operation
- Assists in the recruiting, hiring, training, and retraining of workforce, and administers background screening
- Acts as the benefits administrator for the cooperative, handling responsibilities such as filing disability claims, worker's compensation, general liability claims, and ADA-related matters
- Develops, recommends, and implements policies and procedures, interpreting cooperative policies and discussing them with employees as necessary
- Keeps abreast of current Federal and State labor regulations/laws and cooperative policies, communicating these to management
- Administers the statewide education program and coordinates attendance at various local and national meetings and conferences as well as travel and lodging arrangements for the board of directors and other personnel by request
- Adheres to the cooperative's core values and strategic initiatives
- Performs all tasks assigned effectively and efficiently

Requirements:

- Associate's degree with a focus in office management, human resources, business administration, or a related field
- Four years of relevant work experience preferred; equivalent combination of education and experience will be considered
- Must be personable, well-organized, and demonstrate sound judgment and discretion in handling confidential information and interpersonal interaction
- Must demonstrate proficiency in using personal computers, specifically with Microsoft Office applications
- Excellent verbal and written communication skills required

Jump River Electric Cooperative is an Equal Opportunity Employer and offers an excellent benefit package including medical, dental, vision and life insurance, 401K, retirement pension, paid time off and holidays and a competitive salary commensurate with qualifications.

If interested, please email your cover letter and resume to:

[Paaj.Vang@DairylandPower.com](mailto:Paaj.Vang@DairylandPower.com)