



1600 East Interstate Ave., Suite 2
Bismarck, ND 58503

Innovative Energy Alliance Cooperative (IEA) is seeking an Administrative Assistant to join our team. IEA is a professional management and service cooperative that provides member-focused support for KEM, Maintenance Solutions, Mor-Gran-Sou, Roughrider and Slope Electric Cooperatives, as well as WDUS Holdings, LLC, which includes subsidiaries 3C Construction, LLC and West Dakota Utility Services, LLC in North Dakota.

This position provides administrative services to IEA and the cooperatives by maintaining an elevated level of service, consistent support, and effective communication. To be successful and serve effectively, candidate must have strong interpersonal and communication skills. Proficient computer skills in Microsoft Office Suites, Outlook, and Teams are required.

This position requires an associate's degree. Must have or be able to obtain and maintain a valid North Dakota driver's license.

The heart of this job is to follow the cooperative business model of working together for the greater good while serving our members to the best of our abilities.

IEA offers a competitive wage, an excellent cooperative benefits package, and work-life balance.

To learn more about Innovative Energy Alliance Cooperative, view the full job description, and additional job posting information visit www.iea.coop and click "Careers/IEA Careers".

To apply, please send a cover letter, resume, and completed IEA employment application to hr@iea.coop by October 31, 2022.

Innovative Energy Alliance Cooperative is an EEO/Affirmative Action employer. Race, color, religion, sex, age, national origin, disability, military, veteran status, gender identity, sexual orientation, genetic information, or any other applicable status protected by Federal, State or Local law are not considered in any employment decision.

WORKING TOGETHER FOR OUR MEMBERS.