




NEW ENTERPRISE RURAL ELECTRIC CO-OP, INC.

3596 BRUMBAUGH ROAD
NEW ENTERPRISE, PA 16664

PHONE (814) 766-3221

A Touchstone Energy® Cooperative 

Member Service Representative:

Location: New Enterprise Rural Electric Cooperative, New Enterprise, PA

Job Type: Full Time

Essential Responsibilities:

Answer member inquiries in person, by phone and email.

Post and balance member electric payments, in person, by mail and electronically, and process daily mail.

Create and distribute service orders to the appropriate department.

Update and maintain cooperative website, social media and other forms of member communication tools.

Respond to member inquiries while demonstrating exceptional member service and member relations, with care and purpose, demonstrating strong problem solving skills to provide support to New Enterprise Electric Cooperative members.

Must be able to perform all responsibilities with a high degree of accuracy, proficiency and attention to detail.

Participate in company on-call rotation.

Requirements

Must be personable and professional.

HS diploma. Associate's degree in general business, public relations or communications preferred

2 years of strong customer service experience preferred.

Proficiency in Microsoft office, outlook, excel, word.

Subject to preemployment background check, physical and alcohol and controlled substance screening.

Subject to random alcohol and controlled substance screening as a condition of employment.

Join Us:

Great work environment

Competitive compensation

Paid time off

Benefits include, Company sponsored retirement plan, Health, dental and vision insurance.

Professional growth opportunities

To Apply:

Send a cover letter and Resume to New Enterprise Rural Electric Cooperative, 3596 Brumbaugh Rd, New Enterprise, PA 16664, or by email to info@newenterpriserec.com by April 4th 2025.