



Are you ready to power up your career? At KEM Electric Cooperative (KEM), we're on the lookout for a part-time Operations Assistant to join our expanding team. We're not just another employer; we're a passionate, forward-thinking cooperative dedicated to providing unwavering support to our valued members.

Why Choose KEM? Our commitment to our employees is strong, just like our commitment to our members. We believe in a supportive work environment that not only allows you to thrive professionally but also ensures a healthy work-life balance. Here's what you can expect:

- **Competitive Compensation:** Simple! Hard work deserves recognition and rewards.
- **Comprehensive Benefits Package:** Your well-being is a priority. We've got you covered! You can focus on your career.
- **Ideal Work-Life Balance:** Time is valuable! We are committed to the importance of balance.

Key Responsibilities:

As the Operations Assistant at KEM, you'll have the opportunity to provide operational support to the KEM line department, office, and our cooperative members, maintaining an elevated level of service, consistent support, and effective communication within the line department and office. Safety at KEM is a top priority.

Qualifications:

We're looking for someone with the right blend of experience and skills:

- High School education or equivalent. An associate's degree is preferred.
- Strong communication and customer service skills.
- Proficient computer skills using Microsoft Office Suites, Outlook, and Teams. Experience with the NISC/iVue software platform is desired.
- Valid North Dakota driver's license.
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Ready to Power Your Career? To discover more about KEM Electric Cooperative, delve into the full job descriptions, and explore additional job postings, visit our website at www.kemelectric.com and click on "About Us/Career Opportunities."

To apply, send your cover letter, resume, and the completed KEM employment application to hr@iea.coop. This opportunity will remain open through **February 1, 2026**.

At KEM, we don't just offer a job; we provide a platform for you to shine. Join us and become an integral part of our commitment to delivering innovative energy solutions while fostering strong member relationships. **Your career journey begins here.**

KEM Electric Cooperative Inc. is an equal opportunity employer.



Your Touchstone Energy® Cooperative

KEM Electric Cooperative, Inc. is an equal opportunity provider.