



CONTINENTAL DIVIDE ELECTRIC COOPERATIVE, INC.

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JOB OPENING

DATA PROCESSING ANALYST

Continental Divide Electric Cooperative, (CDEC) is accepting applications for a Data Processing Analyst through Friday, March 19, 2021. This position focuses on processing and reporting on data in CDEC's billing software system. The position is responsible for working with all departments to ensure staff have correct, current, and readable reports. The role also includes working with CDEC's members to correctly update information required for CDEC's capital-credit allocations. Applicants should have demonstrated experience using productivity software, generating reports, and working in complicated databases. The position is responsible for helping troubleshoot basic computer or software issues, maintaining printer supplies and connections, and coordinating with departmental staff to either resolve copy machine problems or contact appropriate equipment technicians, as issues arise. CDEC is looking for a skilled analyst with strong customer service skills.

Must maintain a valid New Mexico Driver's License.

Applications can be found online at cdec.coop. Please e-mail application or resume to csandoval@cdec.coop or fax to 1-888-945-9143. CDEC is an equal opportunity provider and employer.