

## JOB OPENING

Continental Divide Electric Cooperative, Inc. **Gallup Office** is now accepting applications for the position of **Office Supervisor** (for our Gallup Office). Applications will be taken until position is filled.

### Job Responsibilities:

- A. Supervises and mentor's office personnel, including meter readers.
- B. Trains and cross-trains all office personnel. Will provide coverage in all office positions as needed.
- C. Review and approve time sheets and approve time off requested.
- D. Ensure that consumer complaints involving the department are fully investigated and promptly resolved. Meets, as necessary, with consumers to answer questions and resolve problems.
- E. Supervises the receiving and processing of all monies received from consumers, ensuring that receipts are accurately prepared, posted, balanced, and deposited.
- F. Assist Right-of-Way as needed in the Grants office to address ROW issues related to the Navajo Nation and Zuni Tribe.
- G. Conducts performance evaluations of personnel in the customer service department.
- H. Ability to transfer information from work orders into system. Assign account numbers to new services as needed.
- I. Receive, review, and enter requisitions into system and provide complete requisition to Accounting/Work Order Clerk.

### Qualifications:

- A. Must obtain and maintain a valid driver's license.
- B. High School diploma or equivalent.
- C. Three to five years of experience in a management role.

Applications can be found online at [cdec.coop](http://cdec.coop). Please email applications and resumes to [rgalindo@cdec.coop](mailto:rgalindo@cdec.coop) or fax to 505-287-2234. Continental Divide Electric Cooperative is an Equal Opportunity Employer.