



Bedford Rural Electric
Cooperative, Inc.

A Touchstone Energy® Cooperative 

Member Services Manager

The position is responsible for managing all aspects of the Cooperative's Member Services department. This includes billing department policies, procedures, retail rate implementation, and collections, as well as organizing the Annual Members' Meeting, energy efficiency initiatives, and educational, scholarship and rebate programs.

The Cooperative's primary focus is our members. We are seeking a positive, energetic, well-rounded, hands-on manager to provide vision and leadership that produces outstanding results. Candidates must be technically skilled and demonstrate integrity, sound judgement and strong interpersonal skills. Excellent time management skills with the ability to work well under pressure, multitask efficiently and meet deadlines are required. Exceptional written and oral communication skills and attention to accuracy and detail are necessary. The ideal candidate will be a team player, self-disciplined, self-motivated and have a desire to become a key component of the cooperative's leadership team. Excellent computer skills and proficiency with Microsoft Office are required.

A Bachelors or Associates Degree in a business, communications or engineering discipline is required. Previous, demonstrated management experience is required. Candidate must have a valid driver's license and live or be willing to relocate to the immediate Bedford area. The cooperative offers excellent wages, benefits and good working conditions.

Qualified applicants should submit a letter of interest accompanied by a resume to:
msm@bedfordrec.com

Deadline for submission is February 5, 2018.

Bedford Rural Electric Cooperative, Inc.
is an equal opportunity provider and employer.