



Executive Assistant to CEO & Human Resource Administrator

Jackson Electric Cooperative is a power distribution utility conveniently situated near the I-94 corridor, providing quick access to larger communities while maintaining the charm and tranquility of rural life.

Jackson Electric Cooperative (JEC) is located in Black River Falls, Wisconsin and serves more than 8,000 members across Jackson and neighboring counties. Nestled in an area renowned for its natural beauty and outdoor recreation, Jackson County is a year-round destination for nature enthusiasts. From the expansive Black River State Forest and more than 100 miles of ATV/UTV trails to opportunities for kayaking, camping, fishing, and exploring the Wazee Lake Recreation Area, (Wisconsin's deepest inland lake and a former historic mine quarry) the region offers a unique blend of adventure and tranquility.

We are looking for an experienced administrative assistant to provide support to the CEO, Leadership Team and Board of Directors. This role also provides Human Resource support to the employees of Jackson Electric Cooperative.

This is a trusted and highly responsible position within the Jackson Electric Cooperative and the successful candidate will be a proven team player and leader with integrity, highly developed collaborative project management skills, and a strong customer service perspective. In this position you will be responsible for providing administrative support to the CEO and leadership team, distributing board materials, producing board minutes, and coordinating meetings and travel for Board members. You will also administer benefits and compensation plans and assist with the maintenance of corporate policies, the employee handbook and the recruitment efforts for the Cooperative.

Qualifications and Skills:

- Minimum of an Associate's Degree in business, communication or related field (bachelor's degree preferred)
- Minimum of five (5) years of experience in an administrative assistant or office management role is required. Experience working with a Board of Directors is preferred.
- Human Resource certification desirable.
- Strong communication skills both verbal and written
- Strong problem-solving and project management skills
- Highly organized and strong attention to detail

Jackson Electric Cooperative offers competitive pay (expected range: \$55,000 - \$70,000 annually), an exceptional benefits package (*including an employer paid pension plan*) and the opportunity to be a part of an amazing organization and community in a beautiful area of Wisconsin. Please send resume, cover letter and pay expectations **no later than August 11th, 2025** to: **Debra Englund**, HRExpertiseBP, at Debra@hrexpertisebp.com

Jackson Electric Cooperative is an Equal Opportunity Provider and Employer.