

Mt. Wheeler Power, Inc.



Is now accepting applications for the position of

General Office Clerk

This is a part-time position
In **Eureka, Nevada**

This position is unique in the fact that it encompasses a multitude of different job functions and works in connection with the corporate office.

Mt. Wheeler Power is seeking an individual who is self-motivated with strong planning, organization and analytical skills. Multi tasking aptitude is a definite requirement of this position. An employee in this classification is required to have sufficient knowledge and adaptability to schedule, plan, coordinate and assist the functions of the member service department. Duties include data processing of connects, disconnects, collection functions, provide support services to the consumer/members, limited facility maintenance (cleaning) and perform all other work as assigned.

Proficiency with computers is required. Strong communication skills are essential.

An employee in this classification must have a high school diploma or equivalent.

Applicant must pass a drug screen and physical examination.

We offer a competitive salary and benefit package.

Applications can be obtained from:

Mt. Wheeler Power, Inc.
Attention: Human Resource Dept.
P.O. Box 151000
Ely, NV 89315
(775) 289-8981 or 1-800-977-6937
or online at
www.mwpower.net

Please return **application and resume** to Mt. Wheeler Power's Human Resource Department in the Ely Office by 3:00 p.m., March 16, 2018.

Any prior applications with Mt. Wheeler Power, Inc. must be resubmitted.