



## Member Service Representative Vacancy – Norton

Date: 02/20/2025

RE: MSR opening – Norton – Full time

Prairie Land Electric Cooperative is seeking a full-time **Member Service Representative (MSR)** in our Norton office.

The ideal candidate will be highly motivated, member-focused, and possess excellent communication and interpersonal skills. Strong organizational abilities and attention to detail are essential for handling member inquiries both in person and over the phone. Proficiency in computers and software, including Microsoft Office products, is required.

### Position Details:

- **Hours:** Monday–Friday, 8 AM–5 PM, with occasional overtime as needed to assist members.
- **Supervisor:** Julie Douglas, Customer Information System (CIS) Manager.
- **Attendance:** Regular and reliable attendance is required to support our members and team effectively.

If you are interested, please complete our online Application and submit to April Karnopp, Director of Administration, at [akarnopp@ple.coop](mailto:akarnopp@ple.coop).

For questions regarding the role, please contact Julie Douglas, CIS Manager, at 785-877-3323.

Prairie Land is an Equal Opportunity Employer.

This position will remain open until it is filled.