



Student – Energy Services

This position will be under the direction of the Manager of Energy Services and is located at the Electric Center, 1200 Fort Vancouver Way, Vancouver.

WHAT YOU WOULD DO:

- Clerical/miscellaneous duties including but not limited to typing letters and forms, making copies, proofreading, prioritizing work, managing deadlines, data entry, answering incoming phone lines, monitoring e-mail inboxes, responding to e-mails, Typing/word processing including correspondence, updating databases/trackers, and using Word, Excel, PowerPoint, Outlook, Cayenta and other software as adopted.
- Assist in the planning and execution of meetings and forums with both internal and external customers.
- Provide backup support to energy services and other departments as needed.

QUALIFICATIONS:

High school graduate, and must be enrolled in college with a minimum of 10 credit hour. Must be familiar with using PC based word processing and spreadsheet software, Microsoft Word and Excel preferred. Must demonstrate the ability to type at least 35 words per minute with no more than three errors. Strong organizational skills and high degree of accuracy required. Requires excellent communication and customer service skills. Must be flexible, dependable and teamwork oriented.

HOW TO APPLY:

Students interested in being considered for this position are invited to submit a cover letter and resume via email to jobs@clarkpud.com. Resumes may also be sent to Clark Public Utilities, Human Resources Department, P.O. BOX 8900, Vancouver, WA 98668.

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Equal Opportunity Employer