

Job Posting

Executive Staff Aide

CNMEC has an opening for a qualified Executive Staff Aide to join our organization. CNMEC offers competitive wages and an excellent benefits package. CNMEC pays 100% of the premium costs for medical/dental/vision for employee coverage; company paid life insurance and LTD benefits, a generous paid time off program, as well as a 401(k) retirement plan with company match. This position requires a high level of confidentiality and will provide support primarily to the Manager of Operations and JT&S Administrator and other Executive Staff as needed.

Location: Moriarty, NM

Job Summary

This position will provide specialized administrative support and assistance to Department Heads with a variety of activities which may include generating reports, data collection, drafting documents, data entry and scanning, and organizing general office operations and procedures within the assigned departments. This position requires strict confidentiality within specific areas of responsibility.

Minimum Qualifications

High school diploma required. Associate's degree in business administration preferred plus 3 years related work experience or a combination of education and experience providing equivalent knowledge. Requires demonstrated abilities and skills operating a personal computer using Microsoft Windows and Microsoft Office Suite applications to include Outlook, Excel, and Word.

Please review the full job description for more detailed information and specific requirements.

To Apply: Send resumes with a letter of interest to Suzy Edmonds at suzy.edmonds@cnmec.org or PO Box 669, Moriarty, NM 87035.

Central New Mexico Electric Cooperative is an Equal Opportunity Employer