



July 28, 2026

Operations Assistant (Cresco)

MiEnergy Cooperative is seeking applications for the position of Operations Assistant. A partial list of responsibilities includes: Provides administrative assistance to the operations and accounting department, assist in work order processing, assist with on-call duties and possible after-hour storm restoration dispatch if needed, prepare property damage billings, assist with annual audit, assist with annual inventory, prepare planned outage messages and notifications to members.

A complete job description can be obtained with an application from Steve Oian.

If Steve is not available, please see June Vitse.

Qualifications include:

- High school graduate required, with preference for a degree in related field of job duties.
- Ability to work without direct supervision.
- Have a strong aptitude for teamwork and confidentiality required.
- Ability to follow oral and written instruction. Strong aptitude for computer software applications.
- Have a positive, respectful, and professional demeanor with members and coworkers and a willingness to be a team player is required.
- Residency requirements are to reside within the MiEnergy service territory.
- This position will report to the Cresco office.

This is an hourly non-union position. Compensation is based on education and experience.

Applications will be accepted until the position is filled.