

## Operations Support Administrator

Traverse Electric Cooperative, Inc. is accepting applications for the position of Operations Support Administrator. The successful candidate must possess a strong work ethic, positive attitude, good oral and written skills, and a strong commitment to safety and our members. Responsibilities include creating service orders, reviewing work orders and inventory, working with members on service requests, permits and easements, and providing general assistance to the Operations Department. A complete job description is available upon request.

### Requirements:

- The successful candidate must have a high school diploma with some related schooling/or equivalent experience.
- Valid driver's license and a good driving record.
- One to three years of office/administration and customer service experience, and experience using Microsoft Office software programs.
- A basic understanding of electrical distribution equipment such as meters and transformers, the ability to read system maps, and a general understanding of RUS accounting rules, work order procedures, materials, and construction units/specifications are preferred.

Application and job description can be found on our website: [www.traverseelectric.com](http://www.traverseelectric.com) or can be mailed or emailed to interested candidates upon request. Completed application and resume should be directed to Karen Lupkes, Office Manager, PO Box 66, Wheaton, MN 56296 or emailed to [klupkes@traverseelectric.com](mailto:klupkes@traverseelectric.com). For more information or to request a job description please contact Karen Lupkes at 800-927-5443 or [klupkes@traverseelectric.com](mailto:klupkes@traverseelectric.com). Application deadline is May 15, 2026. EOE.

Wheaton, MN is located in Traverse County, near the South Dakota and North Dakota borders, and is primarily agriculture centered. Wheaton is near Lake Traverse and Big Stone Lake. Wheaton offers walleye fishing, goose, pheasant, duck, and deer hunting – and, more recently, turkey and coyote. Wheaton also has superb healthcare access (hospital, clinic, long term care, eye and dental clinics) and an excellent PreK-12 public school system. Please visit [www.cityofwheaton.com](http://www.cityofwheaton.com) to see all the great things our community has to offer.