

## Executive Assistant / HR Coordinator

**Scenic Rivers Energy Cooperative (SREC)**, a three-county electric cooperative, headquartered in Lancaster WI seeks an individual to join our cooperative as an Executive Assistant whose responsibilities will include Human Resources, to work out of our Lancaster office. The individual will provide high-level administrative support to senior leadership while managing key HR functions that keep our cooperative running smoothly. This role is ideal for someone who is detail-driven, resourceful, and comfortable handling sensitive information with discretion.

Preferred Qualifications: An associate degree in a business-related field with a minimum of two (2) years office experience is desired. May consider a high school diploma or equivalent with a minimum of five (5) years office experience.

SREC offers a competitive compensation and benefits package.

Submit cover letter, resume, and a SREC application found on [www.sre.coop](http://www.sre.coop) under "careers" and send it by email to [tstoney@srec.net](mailto:tstoney@srec.net) or by U.S. mail to:

Scenic Rivers Energy Cooperative  
ATTN: T. Stoney  
206 County Road K  
Lancaster, WI 53813

Initial review of candidates will begin April 13<sup>th</sup>, with interviews to follow shortly after. The position will remain open until a suitable candidate is selected.

SREC is an equal opportunity provider and employer.

