



JOB OPENING

RAPPAHANNOCK ELECTRIC COOPERATIVE
BOWLING GREEN, VIRGINIA

MEMBER SERVICES DEPARTMENT SPECIFICATIONS

KEY ACCOUNTS EXECUTIVE/ENERGY SERVICES COORDINATOR

Job Posting #: 72FB12242018

Job Grade: 15

Job Classification: Exempt

EDUCATION:

Four-year college degree or equivalent in Engineering, Business Administration or a related field required. Background and emphasis is preferred as a Professional Engineer and/or Certified Energy Manager. Additional skills in public speaking, writing and account management are preferred as well. Participation in pertinent workshops to keep technical skills current mandatory.

EXPERIENCE:

A minimum of five (5) years experience in managing major business accounts, negotiating business deals and building customer relationships is required.

JOB KNOWLEDGE:

Must have a working knowledge of electricity and electrical distribution circuits. A general understanding of energy related electro-technologies and manufacturing processes is preferred. Must have a working knowledge of rate design, contract administration and generally accepted business practices associated with extending courteous and efficient service to key customers.

Must possess basic computer skills, to include a working knowledge of Microsoft Office products, including, but not limited to: Outlook, Excel, Word and PowerPoint as required by job responsibilities.

ABILITIES AND SKILLS:

Must be able to negotiate contracts and business deals that result in mutually beneficial business relationships for the key member and Cooperative. Must have exceptional listening skills to effectively understand the key member's business operations and needs. Must have the ability to work independently and plan, organize and prioritize work schedules. Must have the ability to understand complex business problems from a technical and financial aspect and develop creative solutions to those problems. Must have the ability to coordinate the efforts of all departments within REC to meet the needs of key customers. Must be able to create relationships and partnerships with vendors and contractors that create added value for key customers. Must have the ability to work under pressure to complete projects and accomplish objectives by specified deadlines. Perform other duties as assigned.

WORKING CONDITIONS:

Generally regular hours with usual office conditions; however, occasional travel required in the performance of regular responsibilities as well as for educational purposes, which may include overnight trips. Attendance at various seminars and conferences may be required several times per year.

Long work hours will be required during storm conditions and times of heavy workload.

HOW TO APPLY:

RESUMES MAY BE FAXED TO 540-891-5990 or E-MAILED TO rech@myrec.coop BY 5:00PM ON JANUARY 11, 2019. INCLUDE JOB POSTING #72FB12242018 IN THE SUBJECT LINE.