

Records Coordinator

Open Date: 4/5/2022 Close Date: 4/19/2022



Department/Location: Administration/Corporate Services; Bismarck, ND

Company: Basin Electric Power Cooperative

Position Purpose:

This position provides records management services for Basin Electric Power Cooperative (BEPC) and its subsidiaries, analyzing Cooperative compliance with Records Management (RM) policies and procedures and legal retention requirements. The incumbent provides training to personnel on use of Enterprise Content Management System (ECM) and RM software technologies, and evaluates and implements electronic workflows.

Qualifications:

To perform effectively in this position, the incumbent must have knowledge of records management, computer and office technologies, and information compliance at a level which is acquired through the completion of a two-year degree in business or a related field and three years of related information management experience; or a high school diploma or equivalent (GED or HSED) and five years of related information management experience. The incumbent must have experience with Microsoft Word and Outlook and a valid driver's license. The ability to demonstrate excellent written and verbal communication skills is also required.

Typical Physical/Mental/Environmental Demands:

This position requires frequent sitting and standing/walking; and occasional reaching below and above shoulder level, use of keyboard/computer, bending, kneeling, lifting/carrying up to 10 pounds, and pushing/pulling up to 20 pounds. It also requires finger dexterity and hand coordination. This position requires good hearing and vision, and the ability to speak. It also requires the ability to develop plans, procedures and goals; present information to others; and work under stress to complete projects within deadlines. Frequent travel to other Cooperative facilities is required. Equipment used includes: personal computers, scanning machines, and other records management office equipment.

Applicants interested in this opening should go to <https://www.basinelectric.com> to apply.

Employees must apply through Inside Basin, by clicking on a position and signing into the Infor Application.

If you have any questions, please contact JAIME E. FUCHS at 701 557-5608.

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