

Energy & Agronomy Office Coordinator

The office coordinator is the welcoming face for Glacial Plains incoming customers. This role blends exceptional customer service and administrative support assisting customers, processing transactions, answering phones, and supporting daily operations. They must have a passion and outgoing personality for working with limited and low-income households, including those eligible for energy assistance, while also supporting agronomy services and building relationships with customers across both energy and crop production operations.

This job requires strong communication skills, attention to detail, and the ability to work in a fast-paced environment.

Key Responsibilities

- Greet customers in a professional and friendly manner
- Answer and route incoming phone calls
- Receive and sort daily mail
- Handle cash, credit cards, and do daily bank deposits
- Monitor and manage office supplies
- Create customer invoices and take customer payments
- Other duties as assigned
- Provide a positive experience for incoming customers

Required Skills and Qualifications

- Strong customer service and communication skills
- Empathy and patience with customer related issues
- Ability to multitask and stay organized
- Reliability and punctuality

Preferred Qualifications

- High school diploma
- Previous experience in customer-facing roles and energy assistance

Pay

- Hourly position between \$18- \$25/hour, depending on experience
- Outstanding benefits: Health, dental, vision, life insurance, 401K, Coop pension

Location

- In person in Benson, MN

Job Type

- Full-time. Monday – Friday, 8:00 am – 4:30 pm.

Please send resume or application to Carla Bakken at cbakken@glacialplains.com

*Position closes on April 30, 2026