

WESTERN ENERGY COMPANY
JOB POSTING ANNOUNCEMENT

Opening for a *Production Clerk (1)*
Posting Dates: November 9, 2017 to November 20, 2017

DESCRIPTION OF ESSENTIAL DUTIES:

Under general supervision, enter daily production statistics into Mine Database system and assist Production Planner with weekly, monthly, and year-end reports. Work schedule requires meeting corporate month-end reporting deadlines. The Production Clerk will also provide administrative support, word processing, route mail deliveries, filing, operate and maintain fax/copy machines and printers, order and maintain office supplies.

QUALIFICATIONS:

Applicants for this position must have +1 years of general clerical experience. Excellent typing skills, demonstrated accuracy in data entry. Working knowledge of Microsoft Word, Excel, and Access required. Prior experience with JDE ERP program preferred. Ability to operate various office machines, to work independently, to handle multiple priorities. Must have excellent communication skills, and the ability to interact and maintain an effective working relationship with all levels of employees.

SALARY/GRADE/BENEFITS:

This is a Regular Full-Time position. Pay and grade dependent upon qualifications.

Tribal referrals for this position should be submitted to TERO by 4:30 p.m. on Monday, November 20, 2017.

Equal Opportunity Employer/Protected Veteran/Disability