

## Executive Assistant/Human Resources Generalist

High Plains Power (your rural electric cooperative) has an immediate opening for an Executive Assistant/Human Resources Generalist in our Riverton, Wyoming district office.

If you are looking for a long-term career with upward mobility, and you love the cooperative model, then High Plains Power may be the place for you. We offer a competitive wage and an excellent benefit package including medical, dental, vision, 401k/pension, and PTO.

The Executive Assistant/HR Generalist provides administrative support to the CEO, Executive Leadership, and the Board of Directors. This position is also responsible for human resource functions, payroll, and benefits administration for all employees. Candidates must have three to five years of experience in executive administration, human resources, payroll, and benefits administration preferred; or equivalent combination of education and experience. Applicant must also pass pre-employment physical, background check and drug screen.

Candidates must complete an Application for Employment and attach a resume; resumes will not be accepted as an application. Applications may be obtained on our website: [www.highplainspower.org](http://www.highplainspower.org). All applications should be directed to: Angela Wallace, Human Resources, via mail at 1775 E Monroe, Riverton, WY 82501, fax 307-856-4207, or email [awallace@highplainspower.org](mailto:awallace@highplainspower.org). Applications will be accepted until October 28, 2022. High Plains Power is an Equal Opportunity Employer.