

WE ARE HIRING



IN ASHTON, IDAHO

Operations Assistant

Fall River Rural Electric Cooperative is seeking a detail-oriented and dependable Operations Assistant to support our Operations Department in Ashton, Idaho

This position provides administrative coordination, customer service, outage call support, work scheduling assistance, reporting, and recordkeeping for operations and safety programs. The role works closely with field crews, office staff, and members to ensure efficient daily operations.

Qualifications

- High school diploma or equivalent (additional education preferred)
- Office or business experience
- Strong organizational and multitasking skills
- Proficiency with Microsoft Word, Excel, and general office software
- Excellent communication skills
- Idaho Class B Driver's License (or ability to obtain)
- Bilingual (Spanish) preferred

We offer a stable, community-focused work environment and competitive compensation and benefits.