



# Jemez Mountains Electric Cooperative, Inc.

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Your Touchstone Energy® Cooperative



## **JOB POSTING**

Jemez Mountains Electric Cooperative, Inc., (JMEC) is accepting applications for the position of **Westside Administrative Coordinator**. The Westside Administrative Coordinator will report to the Building Facilities and Fleet /Westside Manager. This position will initiate, coordinate and manage all administrative functions for the Building and Fleet departments and for the Cuba and Jemez Springs office. Will act as the point of contact for members, vendors and the general public who are initiating communication within the three departments and offices. Will assist with the administrative duties Will work closely with coordinating the day-to-day operations of the Cuba and Jemez Springs Offices. The Westside Administrative Coordinator will also work closely with the Tribal Liaison and the Engineering Aide to ensure that right of ways and permitting are executed properly.

### **Required Education Degrees, Certificates, and/or Licenses:**

High school diploma or equivalent and five years of relevant business experience. An associate's degree in a business-related field is strongly preferred. Valid New Mexico Driver's license or ability to obtain prior to first day of employment required. Must be eligible to be and remain insured as a driver by the Cooperative's group liability policy for the automotive fleet.

### **Essential Functions:**

- Comply with established JMEC safety and operations rules, policies, and procedures.
- Acts as the point of contact for the Building Facilities and Fleet Departments and the Cuba and Jemez Springs offices.
- Communicates with JMEC members, vendors and the general public through phone, email, virtual platforms and in office visits.
- Works independently and uses sound judgement and decision-making skills.
- Assists the Building Facilities and Fleet Manager with the day-to-day operations within the three departments. This will also include the Cuba and Jemez Springs offices.
- Will schedule and coordinate all meetings for the Building Facilities and Fleet departments and for the Cuba and Jemez Springs.
- Will maintain and manage all vehicle registrations, insurance cards, and vehicle maintenance logs.
- Will reconcile and maintain all WEX cards and work with accounting to properly report the charges.
- Will maintain and manage a building maintenance plan and update as necessary.
- Works with other departments to resolve customer complaints and issues.
- Must possess strong management and organizational skills and possess keen attention to detail.
- Must possess irrefutable integrity and confidentiality.
- Manage and maintain organization of files and the retention of files.
- Assist with monitoring of contractor's performance and managing reports.
- Perform other appropriate duties that may be assigned.

- Will work with the Tribal Liaison and the Engineering Aide on projects that will include tribal and right away projects. Will also assist with acquiring proper permits for various JMEC projects.
- Other duties as assigned by Building Facilities and Fleet/Westside Manager.

**Job Requirements and Experience:**

Must possess strong communication skills (verbal and written). Must possess the ability to interact confidently and pleasantly with managers, co-workers, and the public. Must possess strong customer service skills. Must possess strong computer skills and demonstrated capacity in the use of MS Word, Excel, Power Point, Outlook, and other applications. Must be able to make sound judgments and decisions in serving internal and external customers. Must possess the ability to establish positive relationships with members/customers. Confidentiality in all matters is also a must.

Only those candidates that possess the criteria listed above will be considered.

Applications/resumes will be accepted until close of business, Wednesday, October 1, 2025. Please contact Tina Trujillo Archuleta for an application or you can visit our website at [www.jemezcoop.org](http://www.jemezcoop.org) under our careers tab.

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