

Summer Office Intern

Location: WaKeeney, Kansas

Start Date: June 2, 2025

Hours: 15–20 hours per week

Application Deadline: May 21, 2025

Western Cooperative Electric is seeking a motivated and detail-oriented **Office Intern** to join our team for the summer. This is an excellent opportunity for high school or college students looking to gain practical experience in an office environment.

Key Responsibilities:

- Scan and digitize documents into our system
- Assist with other office duties as assigned

Qualifications:

- Proficient in computer systems
- Working knowledge of word processing and spreadsheet software
- Strong attention to detail
- Ability to work independently and as part of a team

This internship is based at our WaKeeney office and offers valuable hands-on experience in a professional setting.

Applications are available online at www.westerncoop.com or by contacting Western Cooperative Electric's office. The deadline for applications to be received is May 21, 2025.

For more information, contact Valerie Schneider at 785-743-5561 or by email at vals@westerncoop.com.

Western Cooperative Electric is an EOE.