Job Opening: Cashier/Receptionist

Company: Lake Region Electric Cooperative
Applications accepted until 4:30 P.M. Friday, March 13, 2026.

Position Summary

Lake Region Electric Coop. is seeking a professional and service-oriented **Cashier/Receptionist** to provide front-line support for members and visitors. The ideal candidate is organized, personable, and skilled in managing multiple tasks in a fast-paced office environment.

Minimum Requirements

Education

- High school diploma or equivalent.

Experience

- Four years of full-time cashier experience preferred.
- Strong computer literacy and 10-key proficiency required.
- Ability to type 45+ words per minute.

Professional Qualities

- Strong customer service orientation.
- Enjoys working with the public.
- Proactive, dependable, and motivated to achieve positive results.

Skills & Abilities

- Represent the Cooperative professionally and positively.
- Plan and organize tasks effectively to meet goals and deadlines.
- Adapt well to changing demands and fast-paced environments.
- Maintain positive working relationships and contribute to a team environment.
- Communicate both complex and straightforward information clearly.

Working Conditions

- Work is primarily in an office setting, which may be busy or noisy at times due to machinery, foot traffic, or open workspaces.

Additional Requirements

- Valid Oklahoma Class "D" driver's license.
- Oklahoma Motor Vehicle Operator Report required upon conditional offer.
- Pre-employment drug screening required.
- Must provide three professional letters of recommendation.
- Employment is contingent upon satisfactory drug test results.

Benefits

LREC offers a competitive benefits package, including:

- Annual Leave and Sick Leave
- Major Medical Health Insurance
- 401(k)
- Retirement & Security Plan

About the Area

LREC is located in the foothills of the Ozarks, close to four major metro areas—Oklahoma City, Tulsa, Fort Smith, and Fayetteville.
The area offers numerous outdoor activities such as hiking, fishing, hunting, 4-wheeling, and water recreation on nearby Illinois River, Ft. Gibson Lake, and Tenkiller Lake.

Tahlequah, the capital of the Cherokee Nation and home to a state university, is nearby. The region includes top-ranked schools (including **Ft. Gibson, ranked #8 in Oklahoma**), multiple hospitals, quality restaurants, movie theaters, entertainment options, and is within 1.5 hours of two commercial airports.