

Cashier/Receptionist

Education

Must have a high school diploma or equivalent.

Experience

Four years full-time cashier experience preferred. Computer literacy and 10-key experience is required. Must be able to type at least 45 words per minute.

Attitude

Must be interested in providing assistance to member/consumers, originating actions needed to achieve desired results and consistently seeking and utilizing information which enhances job performance. Must enjoy working with the public.

Abilities and Skills

Project a favorable image for the Cooperative and discharge responsibilities in a way that sets a positive example for others. Be able to plan courses of action for self to accomplish specific goals, execute responsibilities in a manner which contributes to positive working relationships and job performance, adapt to new and changing environments and deadline pressures and make rational and realistic decisions.

Physical Characteristics

Position works with both concrete and abstract information and can be expected to assimilate and communicate that information in understandable ways to others. Employee often experiences intense pressure in dealing with people, in meeting job deadlines or in handling unexpected job assignments.

Working Conditions

Work is generally performed in an office, which can be unpleasant at times because of the number of people, machinery noise, open doors or other environmental conditions.

Valid Oklahoma Class "D" driver license. Must furnish Oklahoma Motor Vehicle Operator Report upon conditional job offer.

All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use.

Must provide 3 professional letters of recommendation. Employment will be contingent upon drug test results.

Apply in person at the **Hulbert Office**, (918) 772-2526.
Applications accepted until the position is filled.

LREC offers a generous benefits package including Annual Leave and Sick Leave, Major Medical Health Insurance, 401K, and Retirement & Security package.

LREC is a short distance to four major metro areas (Oklahoma City, Tulsa, Ft. Smith, and Fayetteville). We are in the foothills of the Ozarks, where there are all kinds of outdoor activities like 4-wheeling, hiking, hunting, fishing, etc. We have access to the Illinois river, Ft. Gibson and Tenkiller reservoirs for water recreation. Tahlequah has a state university in the heart of our area and is the capital of the Cherokee Nation. We have one of the top-rated school districts in Oklahoma (#8 Ft. Gibson according to niche.com). LREC is 1.5 hours from 2 commercial airports. Additionally, multiple hospitals, great restaurants, movie theaters and other entertainment venues are in the immediate area.

+++++