



Job Opening **Work Order Clerk**

Socorro Electric Cooperative
Socorro, New Mexico
Full-Time | Non-Exempt

About the position

The Work Order Clerk is responsible for creating, processing, tracking, and closing work orders related to construction, maintenance, and service activities across the distribution system. This position works closely with engineering, operations, accounting, and field crews to ensure accurate records, timely updates, and smooth coordination of workflow.

Key Responsibilities

Create, issue, and maintain work orders for line construction, service requests, maintenance activities, and member-related projects.

Review and verify work order data for accuracy, completeness, and compliance with cooperative standards.

Track the progress of open work orders and maintain communication with field crews, contractors, and internal departments.

Assist with mapping updates and coordinate with GIS or engineering departments as needed.

Close completed work orders and prepare documentation for accounting and regulatory reporting.

Maintain organized digital and physical records for audits, inspections, and internal review.

Assist with the staking of jobs in the field.

Provide clerical and administrative support to operations and engineering departments.

Deliver excellent customer service to members, vendors, and internal staff.

Qualifications

High school diploma or equivalent.

Strong attention to detail and organizational skills.

Proficiency with computers, data entry, and office software (Excel, Word, database systems).

Ability to communicate effectively with coworkers, field crews, and members.

*Experience with work orders and field staking is a plus.

Benefits

Socorro Electric Cooperative offers a competitive and comprehensive benefits package, including:

- Medical, dental, and vision insurance
- Paid time off (vacation, sick leave, and holidays)
- Retirement benefits

APPLICATIONS CAN BE OBTAINED:
At www.socorroelectric.com under
YOUR CO-OP – JOIN OUR TEAM,
By e-mail to aarellano@socorroelectric.com

Socorro Electric Cooperative is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, or veteran status.