



Job Posting

Job Title: General Intern(s)	Posting Time Frame:
Reports To: Leadership Team	May 18, 2023 – Until Filled

High West Energy is recruiting summer intern(s) to assist with various tasks throughout the summer. The following position(s) will be posted until filled. If you are interested or have questions, please contact Carol Macy at 307-365-6065. Applications and Resumes should be submitted through our website at <https://highwest.coop>. The position(s) is based in Pine Bluffs, WY.

POSITION SUMMARY:

General assistance and tasks performing various duties.

ESSENTIAL DUTIES AND TASKS:

1. Exudes our core values: Friendly, Innovative, Integrity, and Hardworking.
2. Exhibits excellent internal communication with co-workers.
3. Follows company security and safety processes and procedures.
4. Mowing.
5. Vehicle and shop cleaning.
6. General office research.
7. Data entry.
8. Scanning of paper documents into an electronic database.
9. Painting.
10. Perform other duties as assigned.

SPECIALIZED SKILLS, ABILITIES, AND KNOWLEDGE:

- The incumbent must be able to pass any required drug tests, alcohol tests, new hire physical examinations, and background checks. The incumbent must be able to maintain the confidentiality of any information s/he encounters.
- Excellent communication skills.
- Ability to multi-task.

QUALIFICATIONS:

- Age 16 or older.

We are an Equal Opportunity Employer, Females/Minority/Veterans/Disabled/Sexual Orientation/Gender Identity.