



Job Posting

Job Title: General Intern(s)	Posting Time Frame:
Reports To: Leadership Team	March 20, 2024 – Until Filled

High West Energy is recruiting two (2) summer interns to assist with various tasks throughout the summer. 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>. Please indicate which position you are applying for or both. The positions are based in Pine Bluffs, WY.

POSITION SUMMARY:

General assistance and tasks performing various duties.

ESSENTIAL DUTIES AND TASKS:

- Exudes our core values: Friendly, Innovative, Integrity, and Hardworking.
- Exhibits excellent internal communication with co-workers.
- Follows company security and safety processes and procedures.

1. GROUNDS AND MAINTENANCE POSITION:

- a) Mowing and yard maintenance.
- b) Painting.
- c) Vehicle and shop cleaning.
- d) Perform other duties as assigned.

2. CLERICAL OFFICE POSITION:

- a) General office research.
- b) Data entry.
- c) Scanning of paper documents into an electronic database.
- d) Painting.
- e) 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.