



## Multifunctional Office Worker (Administrative & Internal Operations Support)

### Horizons Communications

Horizons Communications is seeking a **full-time, entry-level Multifunctional Office Worker** to support our internal operations.

Horizons Communications is the DBA of **South Plains Telephone Cooperative**, a trusted telecommunications provider that has proudly served the South Plains of Texas for more than **75 years**. As a member-owned cooperative, we operate with a strong customer-first mindset—because our customers are also our owners.

This position is ideal for individuals looking to **begin a professional career in an office environment** and gain hands-on experience supporting internal departments. The role is **primarily internal and administrative in nature**, with **moderate customer interaction**. Most work is completed behind the scenes, supporting staff, records, systems, and daily operations. We provide structured training, cross-department exposure, and opportunities for long-term growth.

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## What We Offer

- **Competitive starting pay:** \$14.50–\$18.00 per hour (based on qualifications and experience)
- **Comprehensive benefits package**, including:
  - 401(k) retirement plan
  - Medical, Dental, and Vision insurance
  - Paid Time Off (PTO)
  - Seven paid holidays per year
  - Overtime compensation at **1.5× base pay** for hours worked over 40 per week

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## Why Work at Horizons Communications?

- Stable, long-standing cooperative with strong community ties
- Team-oriented, supportive work environment
- Emphasis on training, internal development, and career growth

PO Box 1379 | Lubbock, TX 79408  
2425 Marshall St | Lubbock, TX 79415

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## Job Responsibilities

As a Multifunctional Office Worker, you will provide **internal administrative and operational support** to multiple departments. This role focuses on office coordination, record management, and internal assistance rather than direct customer service. Responsibilities include, but are not limited to:

- Perform general office and administrative tasks such as data entry, filing, document preparation, and record maintenance
- Provide day-to-day internal support to various departments as needed
- Maintain accurate records and assist with reports and internal documentation
- Learn and effectively use company systems, procedures, and telecommunications-related tools
- Handle sensitive company and customer information with confidentiality and professionalism
- Support special projects and additional administrative duties as assigned
- **Limited customer interaction**, such as occasionally answering basic questions, routing calls, or assisting the front office during staff absences or peak periods

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## Minimum Qualifications

- High school diploma or equivalent required
- Basic computer proficiency, including email, Microsoft Word, and Microsoft Excel
- Strong organizational skills and attention to detail
- Ability to manage multiple tasks, prioritize work, and meet deadlines
- Dependable, punctual, and able to work effectively in a team setting
- Willingness to learn new systems, procedures, and internal processes

### Preferred (but not required):

- Prior experience in administrative, clerical, or office support roles
- Experience working in a back-office or internal support capacity
- Familiarity with recordkeeping, documentation, or internal reporting

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## Work Schedule & Hours

- This is a **full-time, non-exempt hourly position** and is eligible for overtime pay in accordance with applicable laws and company policy

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- Standard business hours are **Monday through Friday**, during normal office operating hours
  - Occasional overtime may be required and will be compensated at **1.5× base pay**
  - This position is **on-site** at the Horizons Communication office
  - Dependable and punctual, with a strong commitment to regular attendance and on-time arrival, is an essential function of this position
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## Physical & Work Environment

- Primarily performed in a professional office setting
  - Prolonged periods of sitting, standing, and walking may be required
  - Regular use of standard office equipment such as computers, phones, printers, and copiers
  - Occasional lifting of office materials, typically up to 20 pounds
  - Ability to perform job duties with or without reasonable accommodation
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## Application Steps

Interested candidates should contact **Andrew Vargas** at **(806) 863-8006** or **andrew.vargas@sptc.coop** for additional information

Applications will be reviewed as received until the position is filled.

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## Equal Opportunity Employer

Horizons Communication is an **Equal Opportunity Employer**. We are committed to providing equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other status protected by applicable law.