



Position Title: Administrative Assistant

Department/ Section: Economic & Community Development

Reports to: Director, External Affairs

Supervisory Responsibilities: N/A

Summary:

The Administrative Assistant position will provide administrative support to all staff under the External Affairs responsibilities including Economic & Community Development (EcCD) and Legislative & Regulatory (L&R). The work days will be eight hours per day Monday through Friday. Start and end times to be arranged with supervisor.

Key Responsibilities/Accountabilities:

- **Administrative assistance and support**
 - Preparation of presentations, reports, travel arrangements, meeting coordination, expense statements, invoices, etc. as directed
 - Assist with financial tracking of budgets and expenses
 - Gather and distribute mail daily
 - Maintain appearance, order and replenish supplies for conference rooms, break room and supply room
 - Maintain the EcCD conference rooms schedule with internal and external personnel, including calendar maintenance, conference room equipment use and coordination as required
 - Provide team with weekly updates on conference room schedule of meetings.
 - Maintenance of EcCD electronic file storage system on LocationGeorgia portal system.
 - Other duties as assigned.
- **Event Planning and Assistance**
 - Assist with planning and coordinating various EcCD events, meetings and programs including meeting preparation, travel coordination and meeting set-up and break-down.
- **P3 Database Maintenance**
 - Data entry including updates to properties and projects as directed; perform daily GDECD property feed updates and maintenance
 - Report preparation for weekly staff meetings (pulled each Monday morning for the weekly staff meeting)
 - Prepare monthly data reports (these will be used in monthly report preparation)
 - Other updates as directed.

- **LocationGeorgia.com website**
 - Update EcCD website postings regarding news and events on an as needed basis
 - Prepare and update content throughout the website as directed
- **Project Assistance**
 - Prepare travel plans and meeting coordination as requested
 - Gather property information related to project requirements as requested
 - Performs and assists with general and specific research needs
- **Marketing Assistance**
 - Create, update and maintain marketing information for display in the EcCD midtown offices including the office display monitor
 - Create, update and maintain marketing flyers as requested internally and externally. These will include: Property Flyers, Community Flyers, Industry Flyers, etc. (This responsibility will require working knowledge of Adobe Creative Suite)

Qualifications:

Position generally requires an associate or bachelor's degree in Business Administration, Marketing or related field with 3+ years of related experience. A combination of education and related experience may be substituted in lieu of a degree.

Must possess interpersonal and facilitation skills, competency with Microsoft Suite and Adobe Creative Suite. Experience in managing many deliverables under tight timelines. Must be analytical, organized, detail-oriented, hands-on, diplomatic and a team player. Ability to assimilate strategic information and convert into clear and concise messages that colleagues can understand.

Must have strong personal drive and creativity; self-starter and able to follow projects through to completion. Maintain high level of customer service, integrity, and confidentiality. A cooperative, flexible and can-do attitude when adjusting to changing priorities is critical.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required.

To Apply:

Please email, fax or mail resume to the following:

Electric Cities of Georgia, Inc.
 Attn: Administrative Assistant
 1470 Riveredge Pkwy, NW
 Atlanta, GA 30328
 f. 678.202.3110
 sbraddick@ecoga.org