



Position Title: Administrative Assistant

Dept., BU / Section: Training & Safety Services

Reports to: VP, Training & Safety

Supervisory Responsibilities: None

Summary:

Under general supervision, this position provides a variety of secretarial and functionally unique administrative and technical duties for various departments. Position requires some overnight travel.

Key Responsibilities/Accountabilities:

1. Provides all aspects of administrative assistance and support including preparation of memos, letters, presentations, reports, and travel arrangements in a timely, professional manner.
2. Coordinates and schedules internal, external training classes, workshops, programs, and meetings sponsored or conducted by Training & Safety Services which includes arranging for refreshments and/or meals.
3. Maintains training/certification records for training programs including but not limited to Georgia DOT Flagging, Florida MOT, CPR, and apprentice lineman programs in a designated database.
4. Creates and maintains database for training records and safety meeting rosters.
5. Creates and maintains annual Training & Safety calendar including coordination of all Training & Safety instructor schedules.
6. Maintains and monitors multiple databases/spreadsheets related to expense tracking in multiple departments including but not limited to: Mileage & Vehicle Maintenance, Training & Safety Program registration and billing, registration and billing, labor reports, etc.
7. Maintains and improves office procedures and appropriate filing systems.
8. Assists with planning and coordinating various monthly and annual ECG meetings and conferences.

9. Reviews, prioritizes and distributes mail to Training & Safety Services. Also prepares daily items for outgoing mail, Federal Express, fax, electronic mail, or courier when requested. Maintains supplies for the area.
10. Reviews multiple department expense reports prior to management approval.
11. General administrative assistance to all ECG employees as needed.
12. Performs other duties as assigned by multiple departments.

Qualifications:

Position generally requires an associate degree and 5 + years of related work experience. Experience may substitute for education. Must have excellent typing, proofreading and computer skills with specific proficiency with the Microsoft suite of products. Must possess good math skills as well as excellent written, verbal, and interpersonal skills. Must be a self-starter and demonstrate ability to work under limited supervision. Requires ability to effectively interface with Member representatives, as well as all ECG departments. Maintains high level of customer service, integrity, and confidentiality. A cooperative and flexible 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.