



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. This position requires some overnight travel.

Key Responsibilities/Accountabilities:

1. Provides all aspects of administrative assistance and support including preparation of memos, letters, board report presentations, training reports, and Powerline School brochures in a timely, professional manner.
2. Coordinates and schedules internal and external training classes, workshops, programs, and meetings sponsored or conducted by Training & Safety Services which at times 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 Lineworker Program in a designated database ie Training Stats.
4. Support all areas of the Powerline Schools; advertising, registrations, issuing books, reminders, materials such as rosters, handouts, booklets, tests, grade reports, etc.
5. Creates and maintains an organized database for training records and safety meeting rosters.
6. Creates and maintains annual Training & Safety calendar including the coordination and scheduling of outside training instructors.
7. Maintains and monitors multiple databases/spreadsheets related to expense tracking in the department including but not limited to: Mileage, Powerline Schools , monthly billing, , DOL apprenticeship OJT hour logs , etc.
8. Works closely with the website host to set up Powerline School registrations and enter students into the online testing portal.

9. Maintain the US DOL Bureau of Apprenticeship & Training and the US VA GI Bill programs status along with submitting and keeping records current including OJT work hours.
10. Maintains and improves office procedures and appropriate filing systems.
11. Assists with planning and coordinating various monthly and annual ECG meetings and conferences.
12. 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.
13. Reviews department expense reports prior to management approval.
14. General administrative assistance to all ECG employees as needed.
15. 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, have a keen attention to detail, and demonstrate the ability to work under limited supervision. Requires ability to effectively interface with Member representatives, as well as all ECG departments. Maintains a high level of customer service, integrity, and confidentiality. A cooperative and flexible attitude when adjusting to changing priorities and the ability to multitask 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 – Training & Safety
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