

Position Title: Administrative Assistant

Overview: Small non-profit membership association in the energy sector is seeking a self-motivated, detail-oriented Administrative Assistant to coordinate office administration and operations. Successful candidate will serve as the customer service face of the organization and ensure the smooth and proper functioning of the office. Seeking assertive self-starter able to anticipate office needs, and troubleshoot and solve problems.

Type of Position

- Initial 90 day probationary period
- After probationary period, full-time, exempt employee
- Employee-at-will
- Reports to Director of Accounting & Administration

Position Description:

Ensure excellent service to all customers/members

- Provide professional, service-oriented reception
- Screen calls using tact and diplomacy; accurately refer calls; and direct callers to voice mail when appropriate
- Provide meeting support (coordinate refreshments, maintain conference room, welcome guests)

Office Administration

- Maintain inventory of office and kitchen supplies
- Manage the operation and maintenance of office equipment including printers, phones, and copiers
- Manage the IT infrastructure (computers, internet connectivity, networking, email and web servers) by interfacing with IT support contractors
- Manage and maintain office space including kitchen

Administrative Support

- Provide data entry and clerical updates to customer database
- Manage incoming and outgoing mail and deliveries
- Provide support for events, membership activities, and advocacy efforts
- Maintain shared calendar
- Process expense reports
- Other office support duties

Executive Support

- Coordinate Executive Committee and Board of Director meetings and luncheons

- Prepare executive reports
- Arrange board meetings, notify executives, organize catering, etc.

Requirements:

- Excellent interpersonal skills with a customer service orientation
- Excellent Microsoft Office skills
- Ability to multi-task and work effectively with frequent interruptions
- Effective time management skills
- Experience with office operations
- Ability to work as a team player
- Ability to persevere and solve problems
- Outstanding verbal and listening communications skills
- Effective written communications and editing skills
- Attention to detail and high level of accuracy
- Ability to exercise judgment and discretion in handling sensitive and confidential issues
- Prefer candidates with knowledge of the natural gas and oil industry, or experience in a political organization
- Experience with iMIS or a related membership database a plus.

Email cover letter and resume to EnergyWest2010@gmail.com. Please use subject line "Administrative Assistant."