

JOB DESCRIPTION

TITLE: Corporate Administrative Assistant **(Confidential Employee)**
DEPT: Corporate Headquarters

REPORTS TO: Coordinator of Administration **WAGE RANGE:** DOE

POSITION OBJECTIVES:

Perform administrative support functions for the Corporate Office and staff with emphasis on office management, development of a files management system; project coordination, preparing and finalizing correspondence, processing invoices, coordinating and mentoring site administrative personnel at field locations, arranging travel and coordinate transportation, preparing presentations with minimal guidance and oversight, and special projects. **Supports corporate office with collective bargaining issues including assembling data for collective bargaining negotiations.**

MAIN ACTIVITIES:

1. Provide administrative support and communicate effectively with the Corporate Management, Staff, Site/Project Managers, Assistant Site/Project Managers, Government Officials, military entities and Doyon Utilities personnel.
2. **Collect and maintain confidential company information related to budget, personnel and collective bargaining negotiations.**
3. Develop special projects from broad verbal guidance and follow projects through to final completion.
4. Perform duties related to HR, i.e. maintain local personnel training files and prepare sensitive personnel documents.
5. Draft and prepare reports to governmental agencies as required under the Utility Privatization contract, state and federal guidelines.
6. Process proprietary and sensitive budgetary and personnel items while maintaining strict confidentiality.
7. Organize and maintain active, retired and archived filing systems.
8. Prepare documents and presentations from handwritten notes, dictated materials, or as directed orally.
9. Assist with the employee enrollment in the health, life insurance and company retirement plans.
10. Ensure submission of employee time cards and accountability of time against published schedule of jobs assigned to the installation.
11. Perform other activities as assigned by the senior corporate personnel.
12. Assist with administrative support including local small purchases at the installation.
13. Ensure effective communications with affiliated companies and support personnel providing support to Doyon Utilities.

SKILLS AND QUALIFICATIONS:

1. Ability to work independently regarding daily activities.
2. Ability to maintain confidential, sensitive or proprietary information.

3. Ability to communicate clearly both in writing and orally. Must possess strong organizational skills.
4. Ability to multi task in a fast paced environment.
5. Working knowledge of business office equipment such as copiers, printers and fax machines.
6. Proficient in the use of Microsoft Office applications. Working knowledge of MS Projects is a plus.
7. Type a minimum of 40 wpm.
8. Possess strong grammar, composition and proofreading skills.

EDUCATION AND TRAINING:

1. High School diploma or equivalent required; college level courses in business and/or computer science preferred.
2. Five years of progressive advancement in an office environment. Previous supervisory experience is a plus.

CONDITIONS:

Normal office conditions prevail. The work can involve considerable data entry, some walking and occasional lifting to approximate a 40-pound box. Position requires a minimum of 40 hours per week (normal office hours are 8:00 a.m. to 5:00 p.m., Monday-Friday) with hours in excess of 40 per week as needed.

Must be eligible to work on a military installation in Alaska.

Must have a valid Alaska Drivers License.

EMPLOYMENT CLASSIFICATION:

Non-Exempt/Full-time Permanent

Employee Signature

Date