

JOB DESCRIPTION

TITLE: Administrative Assistant **DEPT:** Site Operations

REPORTS TO: Site (Project) Manager **WAGE RANGE:** DOE

POSITION OBJECTIVES:

Perform administrative support functions for the Site Manager with emphasis on project coordination, preparing and finalizing correspondence, processing invoices, coordinating with administrative entities at Doyon Utilities headquarters and the administrative services company, special projects and file management; coordination of administrative clerical assignments and activities.

MAIN ACTIVITIES:

1. Provide administrative support and communicate effectively with the Site/Project Manager, Assistant Site/Project Manager, military entities and Doyon Utilities personnel.
2. Develop special projects from broad verbal guidance and follow projects through to final completion.
3. Perform duties related to HR, i.e. maintain local personnel training files and prepare sensitive personnel documents as required by the Site Manager.
4. Draft and prepare reports to governmental agencies as required under the Utility Privatization contract, state and federal guidelines.
5. Process proprietary and sensitive budgetary and personnel items for the site manager while maintaining strict confidentiality.
6. Organize and maintain active, retired and archived filing systems.
7. Prepare documents from handwritten notes, dictated materials, and as directed orally.
8. Assist with the employee enrollment in the health, life insurance and company retirement plans.
9. Ensure submission of employee time cards and accountability of time against published schedule of jobs assigned to the installation.
10. Perform meter reading function using automated meter reading equipment and prepare required reports to the government and the utility.
11. Perform other activities as assigned by the Site Manager/Assistant Site Manager.
12. Assist with administrative support including local small purchases at the installation.

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.
4. Ability to multi task in a fast paced environment.
5. Familiar with 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 and composition 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.

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 7:30 a.m. to 4:30 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