



Job Posting #:	31FB06112021	Posting Type:	External
Job Title:	Departmental Assistant	Grade/Classification:	9/Non-Exempt
Department:	34 & 13	Location:	Fredericksburg, VA

JOB DESCRIPTION

OVERVIEW

The role will function as the administrative support to the Managing Directors of Member Services and Administrative Services providing administrative, analytical, and secretarial support and assistance.

ROLE AND RESPONSIBILITIES

- Input data requirements and provide administrative support for the departmental budgets based on oversight and guidance from the departmental Manager
- Research and compile statistical information as needed
- Prepare and maintain reports
- Organize, maintain and update files related to the departments above
- Review and summarize departmental billing invoices
- Maintain filing system(s)
- Review correspondence, reports and other material for distribution
- Plan and coordinate travel, accommodations, and meeting arrangements for the Managers and others as needed
- Maintain and promote good member and public relations

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Minimum of two-year Associates degree or equivalent required. Four years of experience may be substituted. Additional college level courses related to the job performance preferred. Six years of work experience, where responsibilities have increased progressively and diversely is required.

Six years of work experience at an electric utility is preferred. Familiarity with standard office procedures is necessary. Previous employment where personal initiative has been encouraged is desired. Training in budgeting software desired.

Must possess the ability to compose correct, clear and concise oral/written communications. Must have ability to communicate orally with individuals and small groups in a clear, effective manner. Must be able to work effectively with individuals and groups within and outside the organization. Must be able to initiate projects and see them through with little outside direction or help. Must perform well in an area of changing priorities and high workload. Need excellent customer service and organizational skills. A high degree of confidentiality is required.

Must have excellent administrative and clerical skills, including the ability to record meeting minutes accurately. Must have very good interpersonal skills. Must have basic operational skills with printers and copiers. Must have experience with, or ability to learn, PC based software quickly. Must be highly self-motivated and possess the ability to organize, plan, schedule, and coordinate with little or no supervision.

Must be able to obtain favorable results without authority in the coordination of day-to-day activities for the Managing Directors of Member Services and Administrative Services as well as their departments reporting to them. Must have familiarity with basic management concepts.

Must have a good working knowledge of secretarial and administrative procedures. Must have a good understanding of departmental functions within the Cooperative and knowledge of how they interact in daily operation of the Cooperative. Must possess a good understanding of the area served by the Cooperative. Excellent computer skills required.

The Departmental Assistant will primarily inside position with the usual office conditions, however, extra hours are required from time to time, as well as, travel to meetings, seminars, and conferences. Overnight travel is sometimes necessary. Subject to work at all hours during emergency conditions.

HOW TO APPLY:

Internal Applicants: Interested parties should submit an internal application (a resume may be attached to the completed application) to the Human Resources Department. Resumes should be emailed to rechr@myrec.coop

Applicants: Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the Job Posting ID #31FB06112021

Deadline: Tuesday, August 3rd, 2021 @ 5:00PM EST

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of personnel so classified.

