



# Umpqua Indian Utility Cooperative

## Position Description

**Position Title:** UIUC Administrative Assistant

**Department:** UIUC

**Reports To:** UIUC Operations Manager

**FLSA Designation:** Non-Exempt

**Date Written/Revised:** 8-31-17

**Pay Grade:** 5

### POSITION PURPOSE:

Provides administrative and clerical support to the Operations Manager. Handles confidential and sensitive information related to a wide variety of issues, including performing administrative and clerical duties for the department and processing work orders for utility service. Is required to act as a receptionist, screen visitors and calls for the department. Sits in on meeting and takes meeting minutes and will maintain the departmental files.

### ESSENTIAL FUNCTIONS:

- Manages support service to the Operations Manager by providing administrative coordination in scheduling and maintaining appointment calendar.
- Make arrangements for repairs, and utility needs throughout the property.
- Generate and schedule utility work orders
- Purchase office and job supplies
- Maintains the Material Safety Data Sheets (SDS) records and ensures it is correct and current at all times
- Assists in planning, scheduling and coordination of meetings and other departmental functions
- Answers, screens and routes telephone calls and visitors to the department.
- Provides clerical support i.e., data entry, filing, mail distribution, preparation of documents
- Maintains confidential information that is received in verbal, written and electronic media. Limits access to information on a job-related, need-to-know basis
- Provides constructive input to foster process improvement within the department.
- Others duties as assigned

### QUALIFICATIONS:

#### Education/Skills/Experience:

- High School diploma or GED Certificate required.
- Associates Degree, Preferred.
- 2 years' experience working in an Administrative Assistant position with emphasis in construction and/or property management.

- Excellent communication skills both verbal and written.
- Ability to maintain alphabetical filing system and prioritize daily work.
- Ability to work in an environment with frequent interruptions.
- Strong Proficiency in Microsoft Office Suite (Outlook, Word and Excel).
- Excellent organizational, verbal, interpersonal, customer relations skills.
- Ability to handle multiple priorities and tasks
- Current and valid Oregon Driver's License with the ability to qualify for the UIUC's Drivers Program.