



Umpqua Indian Utility Cooperative

Position Description

Position Title: UIUC Administrative Assistant

Department: UIUC

Reports To: UIUC General Manager

FLSA Designation: Non-Exempt

Date Written/Revised: 8-31-17

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:

- 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.

