Central Wisconsin Electric Cooperative

ADMINISTRATIVE ASSISTANT

1. Position Title
    a. Administrative Assistant

2. Position Function
    a. The Administrative Assistant has primary responsibilities in the area of CEO and Board support, administration, employee and director training, office and facilities maintenance, and safety support.

3. Reporting Relationships
    a. Reports to: President and CEO

4. Typical Responsibilities and Duties

    CEO and the Board of Directors
    a. Helps maintain and promotes a high level of communication, cooperation, and teamwork between the department leadership, the President/CEO, and the Board of Directors.
    b. Assists the President/CEO with preparing Call to Order (NISC), agendas, reports and information for Board meetings.
    c. Prepares and ensures proper storage of the regular and executive session Board meeting minutes.
    d. Prepares monthly reports as requested by President/CEO to help monitor various expenses and activities.

    Administration
    a. Creates and maintains a central filing system (paper and electronic) for all contracts and other administration and HR records.
    b. Administers the Cooperative's record retention program.
    c. Keeps all policy manuals, rules and regulations, work procedures, bylaws, and articles of incorporation up-to-date.
    d. Maintains the Emergency Response Plan and coordinate updates with department staff.
    e. Processes property, casualty, and other insurance claims as needed.

    Employee and Director Training
    a. Coordinates travel arrangements for the Board, President/CEO and employees attending seminars or other business meetings.
    b. Registers and tracks all training for employees. Assists departments with recommended training for employees.

       c. Develops leadership training opportunities for employees and monitors progress.

       d. Monitors NISC module and cyber training and ensures employees are meeting training goals and objectives.

Facilities

       a. Orders office supplies and other goods and services as needed.

       b. Schedules the use and setup of the Cooperative's community room as well as meals and refreshments.

       c. Manages the cleaning service and ensures the interior of office is properly maintained.

5. The duties listed above are essential functions of this position and not intended to be all inclusive. An employee may be directed to perform other job duties and responsibilities. The Cooperative reserves the right to revise or change the job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

6. Knowledge, Skills and Abilities

       a. Strong computer and telephone skills.

       b. Strong oral and written communication skills.

       c. Must have excellent customer service skills.

       d. Be trained and experienced in proper format of all business correspondence and reports.

       e. Must be able to understand Cooperative's policies, procedures and other corporate documents.

       f. Strong attention to detail.

       g. Must be able to problem solve and manage complexity.

       h. Proficient knowledge of Adobe Acrobat and Microsoft software such as Outlook, Word, Excel, and Power Point.

7. Minimum Qualifications

       a. High School Diploma or equivalent.

       b. Five (5) years of experience working in administrative or HR field.

       c. Valid Wisconsin driver's license.

       d. Demonstrated ability to use discretion and independent judgment to make sound decisions in the best interest of the Cooperative.

8. Physical Demands and Working Conditions

       a. Works in a climate-controlled office environment. Majority of daily work is sitting at a desk, with occasional walking, bending, stooping and lifting up to 50 lbs.

Occasional travel to and from training and events may occur that require overnight stays.

b. May be required to work weekends, nights or holidays in the event of workload or system emergency, performing whatever work is necessary.