

Engineering and Operations Administrative Assistant Job Description

The Administrative Assistant (AA) will play a key role in the support and coordination of the Engineering and Operations business group at Lake Region Electric. The AA will report to the Director of Engineering and Operations, but they will support the entire E&O staff, including but not limited to the Line Superintendent, Right-of-way Coordinator and Manager of Engineering Services. To succeed in this role this person should possess a positive and friendly demeanor, be a team- and goal-oriented person, capable of self-direction, possess and execute good time-management skills, be flexible and able to move from one project to another with short notice, have good verbal and written communication skills and be competent in spreadsheet data entry.

Primary Duties

- Answer phone calls
- Monitor, and direct as necessary, the scheduling of the Staking Aides
- Maintain various spreadsheets that are updated daily, weekly, and monthly
- Monitor and prepare weekly reports about the status of projects
- Communicate with department heads if there are items causing jobs to fall behind schedule
- Monitor calendars of department heads and provide timely reminders of important meetings and events
- Call in and monitor the status of 811 locates for construction projects requiring digging
- Provide day-to-day support for the department heads as needed
- Document and Maintain inventory of Pole Use Agreements by vendor. Assist in pole count inventory with Staking and Easement personnel. Invoice vendors for Pole use.
- Review contractor invoicing and managing status of invoices.
- Evaluate and advise on internal processes to reduce costs and increase efficiency
- Document and maintain administrative procedures for Operations processes
- Complete and Submit Board Reports for the Director of Operations and staff
- Obtain Certifications of Liability Insurance & give copy to Paula
- Lineman's Appreciation Day – order cake, pick up cake, etc.
- Schedule and register operations training and reserve hotels, request travel checks, maintain training report, and request licensing
- Other duties as assigned

Skills

- Excellent customer service skills
- Computer literacy and 10-key experience is required.
- Must be able to type accurately at least 45 words per minute.
- Proficient in Excel and Word and other software programs
- Strong written and oral communication skills
- Ability to manage multiple projects simultaneously
- Strong organization and analytical skills
- Valid Oklahoma Class D driver's license and excellent driving record required.

Education

Qualifications and Education Requirements:

Desired: Business Administration Associates Degree or Completion of Executive Administrative Assistant Program

Experience

Six years staff secretary experience preferred. (Attention to detail and desire for perfection a must.)

Attitude

Must be interested in providing assistance to employees, member/consumers, originating actions needed to achieve desired results and consistently seek and utilize information which enhances job performance. Must enjoy working with the public.

Abilities and Skills

Project a favorable image for the Cooperative and discharge responsibilities in a way that sets a positive example for others. Be able to plan courses of action for self to accomplish specific goals, execute responsibilities in a manner which contributes to positive working relationships and job performance, adapt to new and changing environments and deadline pressures and make rational and realistic decisions.

Physical Characteristics

Position works with both concrete and abstract information and can be expected to assimilate and communicate that information in understandable ways to others. Employee often experiences intense pressure in dealing with people, in meeting job deadlines or in handling unexpected job assignments.

Working Conditions

Work is generally performed in an office which can be stressful at times because the number of people, machinery noise, open doors, or other environmental conditions.

Requirements

Must furnish Oklahoma Motor Vehicle Operator Report and Three Professional References upon conditional job offer. All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use. Employment will be contingent upon drug test results.

Apply in person at the Hulbert Office, (918) 772-2526.

Applications accepted through October 22, 2021.