

Executive Assistant and Administrative Supervisor

POSITION SUMMARY: Executive Assistant and Administrative Supervisor is responsible for providing assistance to the MVEC Executive Team and the MVEC Board of Directors on projects and assignments, while also supervising the administrative department to help ensure forward movement toward MVEC's vision and strategic plan.

DUTIES AND RESPONSIBILITIES:

- Supports the Executive Team, enabling them to concentrate on the visions for MVEC membership and employees.
- Supports Board members; ensures they have the necessary tools to fulfill their role with minimal distraction, i.e., meeting logistics, providing assistance during (and in between) meetings and acting as liaison between Board and staff; manage CalltoOrder.
- Directly supervises the administrative department personnel, approves department timesheets and expenditures, and conducts performance reviews in a way that moves the cooperative towards our vision and successfully accomplishing our strategic plans.
- Assumes Human Resource duties as determined by the HR Director.
- Produces and distributes Board meeting materials; draft minutes and other documentation.
- Arranges travel and hotel accommodations for management, board of directors, and staff as requested; also processes meeting and class registrations.
- Develops and coordinates the review and adoption of policies and procedures.
- Coordinates the annual director election with the contract company, candidates and staff.
- Recognizes and maintains the confidentiality of matters exposed to during Leadership, Board and Executive Team meetings, serves as recorder for E Team meetings.
- Assists with the development of office methods, procedures, and projects to ensure completion of assignments in an efficient and timely manner.
- Monitors local government issues, especially as it relates to MVEC members and staff.
- Works with the VP Key Account Reps in development of correspondence for Key Accounts and assists with the coordination of Key Account functions and related activity to support the Key Account Representatives as they work to achieve an enduring trust with each of Key Account.
- Provides assistance for all departments within the cooperative, evaluates needs, assists with backup or support as needed, and develops requirements and responsibilities to ensure projects, assignments and tasks are being completed in a timely and effective manner.
- Lives the Spirit of the Co-op to help ensure that MVEC is a great place to work.

QUALIFICATIONS:

Education and Experience:

- High School Diploma; emphasis on business courses helpful
- Minimum of two years executive assistant experience or 2 years of administrative experience with increased responsibility
- Experience working directly with the public helpful

Knowledge, Skills and Abilities:

- Proficient in Microsoft Office Suite
- Demonstrate dependability, flexibility, honesty, integrity, and confidentiality.
- Construction procedures and language background helpful
- Self-assured, personable and well-organized
- Good oral and written communication skills are essential; must be proficient in writing; know and use good grammar, spelling and punctuation.
- Able to plan, develop, organize, coordinate and implement projects and ideas
- In accordance MVEC's philosophy and goals, perform executive and record keeping duties that require advanced technical skills, analytical skills, communication skills, human relation skills, knowledge of office methods and procedures, and knowledge of the Cooperative's policies, procedures, programs and services.
- Aptitude for setting priorities, efficiently perform duties while creating an atmosphere that reflects professionalism and is consistent with the objectives of the cooperative.
- Demonstrate initiative and motivation to organize and complete tasks and meet deadlines, acting independently and with minimum supervision and direction, and with persons at all levels.