

Position Posting

MVEC

MINNESOTA VALLEY ELECTRIC COOPERATIVE

A Touchstone Energy® Cooperative 

Administrative Assistant

The **Administrative Assistant** performs various daily administrative tasks with effective workflows to internal departments. Responsible for attention to detail, understanding priorities, and coordination with other team members to accomplish overall team goals. Provides support enabling MVEC to succeed in our mission of providing exceptional member service to MVEC's members and lobby visitors.

Duties and Responsibilities:

- Provides daily office administrative support ranging from mail and payment processing, work order scanning and data entry, ordering of office supplies, food service assistance and management of various interdepartmental spreadsheets.
- Responsible for reception duties including greeting and directing of all members, visitors and vendors. Ensures completion of sign-in paperwork and security safety procedures. Includes occasional periods of answering phones.
- Back up support to Executive Assistant in relation to the Board of Directors. Ensures board members have the necessary tools to fulfill their role with minimal distraction. Duties include coordinating meeting logistics, management of board materials, and providing assistance before, during, and after board meetings.
- Coordinates and oversees Operation Round Up (ORU) Program. Serves as liaison between ORU board members, co-op, and applicants. Tasks include receiving/responding to communications via phone/mail/email, generating applicant packets for board member reviewal, maintenance of all records such as meeting agendas, Minute taking, application processing, and submittal of accounting information. Works with Communications Department for promotional purposes. Requires approximately 2.5-3 after-work hours of attendance at each quarterly meeting.
- Provides assistance as needed to all departments within the cooperative by completing requested project assistance in a timely and effective manner.
- Lives the Spirit of Our Cooperative.

Required Qualifications:

- High School Diploma and 5 years of administrative related experience OR a 2-year associate degree in business administration or related degree and 2 years of experience
- Proficiency with Microsoft Word (creation of letters, flyers, labels, and mail merges)
- Proficiency with Microsoft Excel (spreadsheets, data entry, formulas)
- Proficiency in Microsoft Outlook (email management, calendar scheduling)
- High level of organization, time management, interpersonal skills, written/verbal communication, teamwork, confidentiality, and adaptability

Preferred Qualifications:

- Proficiency in Microsoft PowerPoint (creation of presentations)
- Basic knowledge of SmartSheet
- Notary Public

Applicant must be committed to providing service beyond members' expectations and lead by example. To apply, please submit a resume to jobs@mvec.net. The deadline to apply is **Sunday, October 9th, 2022**.

Equal Opportunity Employer

Our Mission: To create exceptional member experiences, while safely providing reliable energy at cost.

Minnesota Valley Electric Cooperative is an equal opportunity provider and employer