

Kentucky Municipal Energy Agency

Position: Office Manager and Executive Assistant to the President & CEO

Department: Administration

JOB SUMMARY:

Provides confidential executive support to the President & CEO. Manages and performs a wide variety of office functions including, but not limited to, clerical and administration duties, receptionist, records retention, accounting support, meeting arrangements, and serves as human resources, insurance, marketing/communication and office liaison.

RESPONSIBILITIES:

A. President & CEO Executive Support

1. Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
2. Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
3. Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
4. Accurately takes dictation and minutes as needed.
5. Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.
6. Maintains customer confidence and protects operations by keeping information confidential.
7. Prepares reports by collecting and analyzing information.
8. Develop and carry out an efficient documentation and filing system.
9. Contributes to team effort by accomplishing related results as needed.

B. Clerical and Administrative Duties

1. Answer, screen and transfer inbound phone calls.
2. Receive and direct visitors and clients.
3. General clerical duties including photocopying, fax and mailing.
4. Maintain electronic and hard copy filing system.
5. Retrieve documents from filing system.
6. Handle requests for information and data.
7. Resolve administrative problems and inquiries.
8. Prepare written responses to routine enquiries.

9. Prepare and modify documents including correspondence, reports, drafts, memos and emails.
10. Schedule and coordinate meetings, appointments and travel arrangements for managers or supervisors.
11. Prepare agendas for meetings and prepare schedules.
12. Record, compile, transcribe and distribute minutes of meetings.
13. Open, sort and distribute incoming correspondence.
14. Maintain office supply inventories.
15. Coordinate maintenance of office equipment.
16. Coordinate and maintain records for staff, telephones, parking and petty cash.

C. Accounting Department

1. Process requisitions, purchase orders, and invoices for payment.
2. Support accounting department as needed.

D. Liaison Function(s)

1. Human Resources: Serve as human resources liaison between Agency and benefits provider (medical, dental, vision, life).
2. Insurance (non-medical): Serve as insurance liaison between Agency and property and other business insurance providers.
3. Building: Serve as point of contact for building.
4. Office Equipment: Serve as point of contact for purchasing and technical support.
5. Marketing/Communication: Serve as point of contact with external communications companies, web design, photography/video production, annual report, etc.

E. Special Projects

1. Other activities as assigned.

EDUCATION AND EXPERIENCE:

1. Two-year certificate from college or technical school or equivalent combination of education and training that provides the required knowledge, skills and abilities.
2. Requires two (2) years demonstrated administrative support experience.
3. Require proficiency in Microsoft Office software (Word, Excel, SharePoint, Access, PowerPoint, etc.), and working knowledge of the Internet.
4. Must successfully complete clerical aptitude tests for Word and Excel with a 50% score and typing test with a net 40wpm.

LICENSES/CERTIFICATIONS:

1. Valid driver's license and ability to remain insurable under Agency's vehicle liability policy.
2. Able to perform the physical, mental, and environmental requirements of the job's essential functions.
 - Sitting, standing, walking, lifting up to 20 pounds.

REPORTS TO: President and CEO

SUPERVISES: None