



Executive Assistant

Full Time Salaried: \$65K - \$75K

Reports to: Rock Island EVP and SVP Operations

Job Summary

Provides multi-faceted administrative support and assistance to ensure effective use of an executive's time and productive interactions with staff and the public. Handles a wide range of administrative and support tasks including grant administration tasks, scheduling, and special projects. Performs a wide range of complex and confidential administrative and clerical support duties. Requires excellent communication and interpersonal skills and ability to provide information and service to a wide range of internal and external contacts. Uses discretion, judgement, and knowledge of the organization to facilitate the executive's activities and maintain confidentiality.

Primary Responsibilities

- Work directly with programs and processes as directed and foster collaboration of staff, end-users, and key stakeholders.
- Coordinate work with Rock Island and OPALCO staff as needed; play a key role in the coordination of staff efforts both within and outside the department.
- Contributing to planning company events, and assisting the management team with special projects
- Assists with coordination, monitoring, and communication of community outreach in grant projects, working in strict adherence to grant timelines and deliverables.
- Actively promotes and supports Rock Island's mission and vision in the community.
- Track and advise management of time-sensitive and priority issues, ensuring appropriate follow-up.
- Routinely perform a wide variety of clerical tasks
- Maintain confidential and sensitive information with utmost professionalism and confidentiality.
- Maintains records management systems as required.
- Attend board meetings and take notes of discussion; prepare the initial draft of minutes and summaries and agenda materials.
- Additional tasks as requested.

The Ideal Candidate Is

- A flexible, detail-oriented self-starter with prior experience in the tech industry preferred
- Proficient with Microsoft products, and willing to learn and utilize additional technical programs as needed.
- Someone who exhibits sound judgment with the ability to prioritize and make and clearly present decisions.
- Committed, energetic and eager to tackle new projects and ideas.
- Comfortable with public presentation and outreach.
- Able to communicate well with others, both orally and in writing, using both technical and non-technical language.
- A creative problem-solver with ingenuity and resourcefulness
- Comfortable interacting with high-level executives and a diverse population
- A team player capable of cultivating productive working relationships across the firm.
- Resourceful, has a can-do attitude.
- Thrives in a fast-paced environment.

Skillset And Background

- Bachelor's degree preferred.
- Three to five years' prior experience in supporting a senior executive or team.
- Excellent computer skills, including the Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel)
- Exceptional grammar, writing, editing, and proofreading skills.
- Familiarity with telecommunications and utility industries and the world of grant allocations is a plus.
- Superior organization and time-management skills

Work Environment

Work is primarily performed in a variety of general office indoor settings; however, travel to and from other offices and training venues will be required; schedule is mutually determined. Must acquire and maintain a first aid/CPR card; Must have and maintain a valid Washington State driver's license.