

## Administrative Assistant

### Position Overview

This Administrative Assistant position will provide administrative support primarily to the Transmission Planning Group in the ColumbiaGrid organization.

- Provides support to the Planning Group, and to other groups as assigned.
- Provides support in compliance, policy, safety, training and other administration through the preparation, distribution and filing of reports, letters, spreadsheets and presentations.
- Answering/responding to inquiries/telephones, scheduling/planning of calendars/meetings, coordinating travel arrangements, and assisting in various projects.
- Other duties include but are not limited to: Gather, compose, track, tabulate, and organize information including budgetary, critical and/or sensitive and confidential information.
- Time entry, sort/distribute mail, and coordinate/arrange meetings, special events, and travel.
- Utilize personal computers including word processing, databases, spreadsheets and presentation applications.
- Instructs others in Company policies, procedures and practices.
- Applies judgment in determining the criticality of a request and forwarding to resources to be addressed.
- Coordinate and setup all facets of training.
- Enter and track compliance reporting.

### QUALIFICATIONS

Requirements for this position include the following:

- High School Diploma, GED, or equivalent combination of education and experience.
- 3+ years of experience as an administrative assistant or equivalent capacity.
- Proficiency with general office PC applications (Microsoft Word, Excel, PowerPoint, Outlook, Access, SAP).
- Excellent organizational, coordinating and personal interface skills.
- Communication and interpersonal skills including ability to work with all levels of organization; ability to work as a member of a

team.

**PREFERRED:**

- Preference may be given to candidates who have the following:
- Completed college courses.
- Additional training outside of work.