

Administrative Assistant

Position: Administrative Assistant

Location: Madison, SD

Minimum Education: Bachelor's Degree or an Associate's degree with experience

Minimum Experience: 4 years

Heartland Consumers Power District is accepting applications for the position of Administrative Assistant. This individual will report directly to the CEO and will provide administrative support to the CEO and Board of Directors, as well as the Heartland staff. Duties include but are not limited to; proactively coordinate the CEO's calendar which may be comprised of heavy meeting schedules and extensive travel; plan, schedule and arrange internal and external business meetings and travel arrangements for staff and Board of Directors; prepare documents and drafts for correspondence; greet and direct visitors; answer and direct multi-line incoming phone calls to appropriate individuals; collect and route incoming mail; serve as administrative contact for the Board of Directors, and handle all administrative preparations for the District's Board Meeting; maintain office supply inventory; accounts payable and cash receipts tracking. Excellent oral and written communication skills as well as proficiency in Microsoft Office applications including Word, Excel, PowerPoint, and Outlook is essential. This individual must have strong interpersonal skills along with excellent organizational skills including the ability to independently complete projects with a high degree of accuracy and attention to detail. Bachelor's Degree in Business Administration or other related subjects is preferred. An Associate's degree with a minimum of 4 years of experience in a progressive Executive or Administrative Assistant role may be considered.

Heartland provides wholesale electric energy to 29 cities and municipal electric systems in South Dakota, Minnesota and Iowa. We also provide energy solutions to six public institutions in South Dakota and to a section of the service area of Northern Electric Power Cooperative near Frederick, South Dakota.

Heartland offers a competitive salary based on qualifications. An excellent benefit package is offered which includes medical, dental and vision insurance, a defined benefit retirement plan, and 401K contribution.

To apply for this position, you must complete a Heartland application which can be accessed on our website, www.hcpd.com, or by using the link <http://hcpd.com/contactus/openjobs/>. Please email your completed application along with your resume and transcripts to: hr@hcpd.com, or mail your completed application to: Heartland Consumers Power District, Attn: Human Resources, P.O. Box 248, Madison, SD 57042. Applications will be accepted through 03/25/2016.

EOE

Position Title: Administrative Assistant

Reporting Relationship: Chief Executive Officer

Job Summary: Operates as the principal assistant to the Chief Executive Officer. Provides high-level administrative support to the District's executives and Board of Directors by handling information requests, arranging travel, and performing clerical functions such as preparing correspondence, receiving visitors, preparing checks and tracking cash receipts. Provides support to the Chief Executive Officer and Department Managers, and Heartland staff.

Duties and Responsibilities:

1. Represents the District by providing a positive and professional image, both internally and to the general public.
2. Proactively coordinates and assists the CEO's with calendar items which may be comprised of heavy meeting schedules and extensive travel. Takes initiative to help the office operate as efficient as possible.
3. Provides administrative support to the Heartland staff including: coordinating staff meetings, scheduling appointments, preparing documents, writing drafts of correspondence, preparing outgoing checks, tracking cash receipts, reconciling accounts, ordering office supplies, and handling a variety of situations involving the clerical and administrative function of the office.
4. Coordinates all aspects of travel arrangements for employees and Board Members including: air, hotel and meal reservations, conference reservations, meeting arrangements and answering related questions.
5. Retrieves, stamps and routes incoming mail.
6. Greets visitors and answers and directs multi-line incoming phone calls to the appropriate employee, or take messages as needed to promote the organization's goal of service excellence.
7. Coordinates all aspects of the District's Board Meeting including: preparing the agenda, gathering and organizing information in a logical order assembling board material, ordering meals and other administrative details which may be associated with the Board Meeting.
8. Handles many details of a confidential nature, and performs administrative functions based on understanding of District policy.
9. Represents the District in a professional manner and cooperates with all employees and customers in maintaining good working relationships.
10. Other duties as assigned.

Essential Skills and Functions:

1. A positive and professional demeanor is required with strong interpersonal and collaboration skills.
2. Excellent oral and written communications skills are required.
3. Must possess knowledge of office practices and procedures.
4. Proficient in the use of personal computers, fax machines, copiers and standard office equipment in the completion of duties.
5. Must possess highly developed software skills; proficiency in Microsoft office applications including Word, Excel, PowerPoint, Outlook email and calendar.
6. Must be able to carry out a variety of activities, which requires a high degree of accuracy and attention to detail.
7. Must be able to organize work to meet deadlines.

Minimum Education and Experience Requirements:

Associate or technical college degree is required combined with a minimum of 4 years of administrative support experience. Strong problem solving, scheduling, public relations, organization, typing, and communication skills required.

Physical Demands:

This position is largely sedentary, however it may intermittently require standing, walking, bending, kneeling, stooping, crouching, and lifting. The employee must occasionally lift and move items up to 30 pounds.

Travel Requirements:

No overnight travel is expected for this position. There may be occasional local day travel.

Employee Signature

Date

Supervisor Signature

Date