



<b>Job Title:</b>	<b>Administrative Assistant</b>
<b>Department:</b>	N/A
<b>Pay Grade Level:</b>	\$42,300 - \$62,664
<b>Schedule:</b>	Full-Time
<b>Exemption Status:</b>	Non-Exempt
<b>Reports To:</b>	SVP - Administration

## Job Summary

The Administrative Assistant is responsible for providing administrative support services and general office operations to both leadership and the team. The incumbent must exhibit effective organizational skills and attention to detail and demonstrate the ability to perform efficiently under pressure while multi-tasking. This position requires strong interpersonal skills, good communication skills, and commitment to completing work accurately and in a timely manner. The Administrative Assistant will be responsible for effective planning and scheduling, and documentation.

## Essential Job Duties

1. Responsible for answering phones, documenting detailed messages, and greeting office visitors in a courteous and professional manner.
2. Provide reliable administrative support and complete or assist with completion of special projects/assignments; conduct research, compile data, and prepare reports; compose routine correspondence for signature; track departmental schedules.
3. Record, draft, and distribute meeting minutes for various meetings from a combination of transcripts, recordings, and/or notes and archive them accordingly.
4. Answer questions, direct requests to appropriate staff and host/escort visitors within DEMEC's facilities as needed.
5. Partner with department staff to plan and organize work and meeting spaces, including the arrangement of any required technology.
6. Maintain office supply inventory and place additional orders as requested.
7. Assist with preparing and maintaining electronic and hard copy department records; create monthly and periodic reports for management as requested; maintain departmental files; scan files for electronic storage and prepare correspondence as necessary.
8. Provide effective editing and proofing of reports and presentations, formatting of reports and presentations for consistency in Microsoft Word, PowerPoint, and Excel, as necessary. Support maintenance and retrieval of information from internal databases.
9. Maintain orderly appearance in all areas. Responsible for appearance/cleanliness of public spaces and meeting rooms.
10. Assist with coordinating building maintenance services both inside and outside.
11. Schedule and coordinate meetings, appointments, and travel arrangements for management.



12. Assist in preparation and support of training sessions, board meetings, roundtable meetings, and other events, including local travel to acquire meeting supplies and catering needs.
13. Provide assistance to other departments including, but not limited to, coordinating and organizing event venues, mass mailings, scheduling, DEMEC Board mailings, and maintaining calendars.
14. Responsible for incoming and outgoing mail and special mail projects; sort and distribute incoming mail to appropriate departments. Manage the priority (overnight) mailings and system tracking.
15. Develop and adhere to all team related budgets.
16. Meet with supervisor on a regular basis to share information and ensure timely completion of projects; attend staff meetings and other meetings as necessary.
17. Work collaboratively across departments on projects and provide internal and external customer service.
18. Collaborate with other staff to support overall corporate goals and objectives.
19. Other projects/duties as assigned for the overall benefit of the Company.

## Other Job Duties & Responsibilities

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## After Hours Responsibilities

The incumbent in this position may be requested to flex or work extra hours as occasionally required to accommodate special meetings and/or events.

## Minimum Education and/or Experience

1. High school diploma and at least two years in business, secretarial or technical school.
2. Two to three years' experience in a fast-paced office environment preferred.

## Required Qualifications (Knowledge, Skills & Abilities)

***Specific knowledge required to satisfactorily perform the functions of the position include:***

1. Basic knowledge of administrative practices, principles, and procedures.
2. Considerable knowledge of Microsoft Office Suite and Outlook.
3. Basic knowledge on the use of basic office equipment including printers, copiers, scanners, fax machines, and multimedia instruments.
4. Basic knowledge of public board meeting requirements to include required postings and taking minutes.
5. Knowledge of a variety of writing styles to include creative, professional, technical, educational, and more.



***Specific skills required to satisfactorily perform the functions of the position include:***

1. Excellent planning, project management, prioritization, time management, and organizational skills are required.
2. Excellent interpersonal skills.
3. Excellent verbal and written communication skills, including proofreading.
4. Self-starter who is motivated, proactive, professional, and driven by a positive action-oriented approach.
5. Highly accurate with attention to detail in the preparation and editing of all reports, correspondence, and informational documents.
6. Highly reliable and responsible while demonstrating sound judgement, integrity, thoroughness, discretion, and dependability with a strong work ethic.
7. Excellent skills in compiling, maintaining, and updating company records in both electronic and physical filing systems.
8. Strong customer service skills to include ability to diffuse frustrated callers/visitors.

***Specific abilities required to satisfactorily perform the functions of the position include:***

1. Ability to quickly learn Company policies and procedures.
2. Ability to act and conduct tasks in an ethical and professional manner.
3. Ability to perform duties both independently and as part of a team, with sound judgement and initiative.
4. Ability to comprehend and prepare clear, concise, complex reports.
5. Ability to multi-task in a dynamic environment while working on multiple projects concurrently and properly prioritize tasks in a timely manner to meet deadlines.
6. Ability to respond to unplanned and stressful organizational situations calmly, quickly, and efficiently using critical thinking and problem-solving skills.
7. Ability to establish, build, and maintain effective working relationships with consultants, DEMEC staff, and DEMEC Members.
8. Ability to lead by example and inspire confidence.
9. Ability to maintain confidential information.
10. Ability to expand knowledge in a fast-paced industry and field.
11. Ability to successfully pass a State of Delaware background check.

<b>Physical / Environmental Demands</b>
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1. Requires the use of equipment standard for an office environment.
2. Incumbent frequently sits for an extended period of time.
3. Must be able to lift and carry related materials or parts of at least 25lbs while adhering to safety standards.
4. Must be able to lift materials overhead to complete job tasks as needed.
5. Must be able to type on a keyboard, use a mouse, and view monitors for an extended period of time in an administrative setting.



## Certificates / Licenses / Registration

1. Requires a current valid driver's license with no outstanding violations.
2. Requires adequate personal and vehicle insurance as specified in the Employee Handbook.

## 3. Special Requirements / Company Culture

The Delaware Municipal Electric Corporation requires that all employees must consistently demonstrate their ability to be professional, courteous, and competent in all their interactions with the public, members, and fellow employees.

## Equal Employment Opportunity Statement

DEMEC is an Equal Opportunity Employer. DEMEC does not discriminate on the basis of race, religion, color, sex, gender, identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or other basis covered by appropriate law. All employment is based on qualifications, merit, and business need. Women, minorities, disabled individuals, and veterans are encouraged to apply.

**Signature:**

Reviewed and Approved  
by Supervisor

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Current Incumbent

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Date Job Description Created: 11/09/2023

Date Job Description Approved: 12/07/2023

Date of Most Recent Review:

Date Job Description Amended: