

Administrative Assistant I, II, or III (PGS)

Open Date: 3/20/2024
OPEN UNTIL FILLED



Department/Location: Office of Chief Ops Officer/Williston, ND

Company: Basin Electric Power Cooperative

Position Purpose:

This position performs secretarial and administrative support for the Pioneer Generation Station (PGS), Culbertson Generation Station (CGS), and Lonesome Creek Station (LCS). This position resides at the Pioneer Generation Station as the home center. The incumbent also assists with employee orientation and employee benefits in coordination with Human Resources staff.

Essential Functions:

- This position answers and screens telephone calls, greets and screens visitors, handles routine inquiries and sets up appointments. The incumbent processes incoming and outgoing mail (including large mailings), maintains staff calendar, maintains filing systems, routine projects, assists with meeting and travel arrangements and maintains office manuals.
- This position types correspondence (sometimes of a technical or confidential nature) including preparation of special reports, summaries or replies with basic guidance. This position assembles and submits relevant data from files and compiles statistics with assistance. May perform computer data entry with basic report generation.
- The incumbent handles differing situations, problems, and deviations in the work of the office according to the supervisor's instructions, priorities, and policies.

Qualifications:

Administrative Assistant I:

- Two year degree in administrative assistance or a related field and one year of secretarial and office experience; or
- High school diploma or equivalent (GED or HSED) and three years of secretarial and office experience.

Administrative Assistant II:

- Two year degree in administrative assistance or a related field and three years of secretarial and office experience; or
- High school diploma or equivalent (GED or HSED) and five years of secretarial and office experience.

Administrative Assistant III:

- Two year degree in administrative assistance or a related field and four years of secretarial and office experience; or
- High school diploma or equivalent (GED or HSED) and six years of secretarial and office experience.

Administrative Assistant I, II, or III (PGS) Continued

Other Requirements:

- Excellent grammatical skills, interpersonal skills, and proficiency with personal computers and Microsoft Word, Excel, Outlook, and Power Point.
- Demonstrate excellent written and verbal communication skills.
- Work with minimal supervision.
- A valid driver's license in the state of residence.
- Resume required.
- The above statements are intended to describe the general nature and level of work being performed in this job. This description is not intended to be an all-inclusive list of responsibilities, duties, and requirements for personnel in this position. The incumbent is responsible for performing all duties in a safe and efficient manner in compliance with safe work procedures and safety regulations. Prompt and regular attendance is a requirement for this position.

Typical Physical/Mental/Environmental Demands:

This position requires the ability to remain in a stationary position and to move about the office building, occasional reaching below and above shoulder level, constant use of keyboard/computer and other office productivity machinery, bending, kneeling, lifting/carrying up to 10 pounds, and pushing/pulling up to 20 pounds. It also requires finger dexterity and hand coordination. This position requires the ability to communicate and must be able to clearly exchange accurate information. It also requires the ability to develop plans, procedures, and goals; present information to others; and work under stress to complete projects within deadlines.

Applicants interested in this opening should go to <https://www.basinelectric.com> to apply.

Employees must apply through Inside Basin, by clicking on a position and signing into the Infor Application.

Basin Electric is an Equal Employment Opportunity Employer regarding race, color, religion, sex, sexual orientation, gender identity, national origin, disability, and veterans status.