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ENERGY KEEPERS, INC.**

<b>Position:</b>	Records & Office Administrator
<b>Salary:</b>	Negotiable depending on training, education, and experience
<b>Location:</b>	Energy Keepers, Inc. Corporate Headquarters, Polson, MT
<b>Employment Status:</b>	Full time, non-exempt position with full benefits to be offered at time of employment
<b>Supervised By:</b>	Human Resources Manager

**GENERAL SUMMARY**

The Records and Office Administrator position manages and maintains the Corporate Office files and records system, executes/supports correspondence, and keeps current a tracking system for permits, licenses, reports, and correspondence. This position also performs a variety of administrative functions for Energy Keepers, Incorporated, inclusive of all goals and activities in the Annual Operations Plan. All efforts are conducted within the guidelines and policies established by the CEO and consistent with EKI's corporate values.

**ESSENTIAL DUTIES**

Leads the corporation's records management effort utilizing the data management tool (ADEPT); organizes and maintains all digital documents by department; provides guidance for records management policy and best practices

Maintains corporate calendar and meeting agendas; assists with meeting logistics to include scheduling, set up, catering, minute taking, and other duties as requested

Facilitates coordination of conference calls and virtual meeting space (Go To Meeting) by providing conference numbers, as needed, and scheduling virtual meetings, and providing notices of the meeting logistics to all participants

Assists with event planning and offsite meetings

Coordinates as primary support and prepares reports, materials and presentations for management (e.g, PowerPoint presentations, contract status reports, minutes, resolutions, newsletter, Annual Operating Plan document)

Provides quality control services to administrative functions, including but not limited to proof reading, style-guide reviews, private or public access to information or meetings (as appropriate), maintaining professionalism in verbal and non-verbal communications in public and public areas of the office or other meeting locations

Maintains Board of Director records including but not limited to minutes, resolutions, pay requests and term calendars

Supports Accounting by creating and maintaining vendor payment files (physical storage) and scanning vendor invoices (electronic) received by mail or other physical delivery

Creates and distributes internal newsletter on a monthly basis

Assists with travel coordination (logistics) for corporate personnel and clients, as needed

Screens and prioritizes phone calls; maintains the corporate phone system to include voicemail and phone directory

Facilitates intake and internal communications regarding donations, media and visitor requests by guiding requestors to provide adequate information, distributing to review teams, and following up with responses to requestors in a timely manner

Leads communication with management team and consultant to coordinate website and intranet content; works with consultant and IT to ensure timely updates to content

Maintains office supplies inventory for corporate office

Responsible for mail distribution

Acts as communications liaison for building maintenance and janitorial services

Maintains the front office and public areas to ensure professional image

Other duties as assigned

### **SCOPE OF RESPONSIBILITY**

This position operates under moderate supervision. Decisions are made within prescribed operating procedures and guidelines. This position encounters regular, recurring work situations of moderate complexity with occasional new and varied work situations.

Contacts are internal throughout the organization, external with vendors and third-party providers.

All employees have the responsibility to both the customer and their co-workers to do the job right the first time and to ensure the customer needs are being met.

## **SPECIFIC SKILLS AND KNOWLEDGE**

Proficient with MS Office (Word, Excel, PowerPoint) and Adobe Publisher

Data base management skills

Proven ability to learn new web-based applications, such as virtual meeting space, files storage

Excellent verbal, non-verbal, and written communication skills with ability to achieve understanding and open communication

Ability to represent a positive professional image in all dealings and interactions with the public and within the corporate environment

Strong organization skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail

Ability to maintain confidentiality in a corporate setting and related ability to recognize and manage confidential and sensitive information

Demonstrated willingness to lead a group, project, or program

Demonstrated proactive approach to problem solving and strong decision making ability

High level of integrity demonstrable by personal standards

## **EDUCATION AND EXPERIENCE**

An Associate Degree or equivalent experience, and two (2) years of administrative support experience is required. Executive level support is preferred.

Bachelor's degree in Business Administration or relevant discipline is preferred.

## **WORK CONDITIONS**

Normal working hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. Position may require extended working hours with the possibility of weekend and holiday work, as required by schedules and work load.

Some travel may be required to meet project requirements. Normal work will be within the Corporate Offices, but some work may be at the plant or an industrial environment, requiring protective clothing and equipment.

All employees will participate in the Fitness for Duty Program. This program includes pre/post employment physical examinations and drug screening. All employees are required to successfully complete a background check.

*Energy Keepers, Incorporated, is an Indian Preference Employer. Energy Keepers, Incorporated is a federally chartered corporation, wholly-owned by the Confederated Salish and Kootenai Tribes that operates and maintains hydropower facilities and sells the electricity generated thereby.*

The statements contained in this job description are not all-inclusive; additional duties may be assigned and requirements may vary from time to time.