
Executive Administrative Assistant

Location: Billings, MT

General Job Description:

As the Executive Administrative Assistant, you will provide nearly invisible support to the General Manager, Branch Manager, and Construction Project Managers with little supervision, anticipating needs while managing the day-to-day workflow and prioritizing various tasks and projects. The successful candidate will need to be comfortable in a fast-paced environment and have an ability to organize and manage large amounts of files, tasks, schedules, and information. Typical duties for this position include but are not limited to:

Primary Roles & Responsibilities:

1. Maintain the General Manager's and Branch Manager's schedule, including day-to-day and long-term management of meetings, projects, and priorities.
2. Schedule all meetings and travel (exclusive of testing group), including prioritizing meetings and communicating all relevant details to participants.
3. Balance conflicting priorities in order to manage workflow, ensure the completion of essential projects and bids while meeting critical deadlines.
4. Ensure General Manager and Branch Manager are prepared for upcoming appointments by gathering materials, preparing and distributing agendas, and arranging for lunches/refreshments as necessary for each meeting. Also, prepare and distribute meeting minutes.
5. Ensure the maintenance of existing corporate business, contractor and personal professional licensing as well as researching, developing, and submission of the necessary documents for new licenses.
6. Arrange travel, accommodation, itineraries, and all correspondence related to arrangements needed.
7. Handles confidential information; organizes and maintains hard copy and electronic files.
8. Acquire appropriate information and update various personnel availability forecasting reports and graphs
9. May help plan company and office events, activities or special projects.
10. Collect and assemble information for presentations, projects and strategic planning.
11. Facilitate, build, and monitor subcontractor and vendor relationships including tracking and managing contacts in a database.
12. Handle phone, email and postal mail inquiries and respond appropriately.
13. Draft and edit correspondence, articles, reports and presentations.
14. Coordinate and manage special projects, including working collaboratively with staff to assure projects meet deadlines
15. Assist in the development and submission of proposals and bids.
16. Completion and distribution of letters and memos inclusive of scheduling, contact management, preparing materials for meetings, and participating in a wide range of special projects. The Executive Administrative Assistant to the General Manager and Branch Manager will perform, coordinate and oversee administrative duties while providing an extensive level of support. This will enable the General Manager and Branch Manager to work more efficiently and effectively towards reaching the organization's growth goals.

Required Skill Set

It will be expected that the successful candidate will possess skills associated with the following Microsoft Office software. Each applicant considered for an interview will be tested for the respective proficiency levels outlined below.

1. **Proficient in Microsoft Outlook.** In order for the successful candidate to be viewed as “proficient”, he/she must be able to demonstrate the following within the Microsoft Outlook program:

- a. Perform Basic Email Tasks
 - i. Compose and Send an email message
 - ii. Send a copy of an email message
 - iii. Receive, read, reply and forward a message
 - iv. Attach a file to an email message
 - v. Handle Spam by configuring junk mail
- b. Manage Contacts
 - i. Create new contact record
 - ii. Transfer contact information from email message
 - iii. Add photo and other information to contact record
 - iv. Create group for email distribution
 - v. Edit category titles to classify, contacts and tasks
 - vi. View activity for an individual contact
 - vii. Import/Export contact data to Excel or vcard
- c. Configure and Organize Outlook
 - i. Create or Modify personal folder
 - ii. Configure forwarding of incoming messages
 - iii. Configure navigation panes
 - iv. Print reports
- d. Manage Tasks
 - i. Create To-Do item
 - ii. Manage completed, deferred, and overdue tasks
 - iii. Schedule recurring tasks
 - iv. Convert tasks to appointments and back
 - v. Delegate a task
- e. Manage Calendar
 - i. Configure calendar settings
 - ii. Select alternative calendar views
 - iii. Set a reminder
- f. Manage Appointments and Events
 - i. Create an appointment
 - ii. Convert an email to an appointment
 - iii. Schedule a recurring appointment
 - iv. Reschedule or delete an appointment
 - v. Add an all-day event to a calendar
 - vi. Check spelling and grammar

- g. Manage Meetings
 - i. Schedule a meeting and invite participants
 - ii. Send a message to all attendees
 - iii. Handle responses to a meeting invitation
 - iv. Respond to a meeting request.

2. **Proficient in Microsoft Word.** Successful candidate must be able to demonstrate the following skill set within the Microsoft Word program:

- a. Minimum typing speed of 45 words per minute.
- b. Must be able to transcribe recorded dictation to a Microsoft Word document.
- c. Create a new document, enter text, and save it.
- d. Open and edit existing documents.
- e. Navigate in a document and perform a search.
- f. Select and move text.
- g. Format characters and paragraphs; work with tabs, indents, margins, lists, breaks, spacing.
- h. Use AutoCorrect and Help tools.
- i. Create and edit tables.
- j. Control page and document appearance.
- k. Print documents, envelopes, and labels.
- l. Work with sections, create templates, use styles, and customize them.
- m. Create and format complex tables, and manage table data.
- n. Create Mail Merges, sort and filter them.
- o. Customize Toolbars.
- p. Insert graphic elements.
- q. Work with advanced styles and AutoFormat features, linking styles.
- r. Use graphic effects such as dropped capital letters and clip art, insert WordArt, and draw in a document.
- s. Work with very large documents that require the development of automated table of contents, footnotes, endnotes, and cross-references.
- t. Manage and track document changes, using highlights and comments.
- u. Layout of properly spaced paragraphs via appropriate line and paragraph spacing.
- v. Able to utilize various types of paragraph, section and page breaks.
- w. Proper use and implementation of numbering and sub-numbering of lists
- x. Insertion of pictures or graphic art with captions and figure numbering with the figure number being automated and commensurate with the documents section.
- y. Insertion of tables in a manner to allow for automated numbering and inclusion in table of contents and index.

3. **Moderately proficient in Microsoft Excel** – In order to be viewed as moderately proficient, the successful candidate must be able to demonstrate the following:

- a. Open files and use page setup.
- b. Enter, correct, and save data.
- c. Use the menu commands.
- d. Format cells, rows, and columns.
- e. Format cells, rows, and columns using Excel's "Conditional Format" feature.

- f. Understand navigation and movement techniques.
- g. Use simple arithmetic functions (add, subtract, multiply, divide, subtotal, min value, & max value) in the formulas.
- h. Create basic bar, X-Y, Pie, etc. charts from data within the same spreadsheet.
- i. Modify a database and insert data from another application.
- j. Print worksheets and workbooks.

4. Moderately proficient in Microsoft PowerPoint

- a. Create title and bullet slides.
- b. Create Slides in Outline view.
- c. Modify slide text and check spelling.
- d. Select a template
- e. Insert a table.
- f. Work with text, drawn objects, and drawing tools.
- g. Use ClipArt and WordArt.
- h. Create an Organization Chart and use options.
- i. Edit a Column Chart.
- j. Change text and bullets in the Slide Master and remove objects.
- k. Use Slide Show options; add transitions and animation.
- l. Run a manual and an animated Slide Show.
- m. Work with Notes.
- n. Print a presentation.
- o. Create a template and work with a Design template.
- p. Work with graphics, animation and multimedia, inserting movies and sound.
- q. Work with the Office Suite to create slides from an outline and send slides to Microsoft Word.

5. Familiar with Microsoft Access Database

- a. Manage, and maintain a database.
- b. Generate new records and modify them.
- c. Create tables with Table Wizard and in Design View and work with them.
- d. Find, edit, filter, and sort records.
- e. Create and use Select Queries to view specific records and to perform calculations.
- f. Create, use, and customize forms, and reports.
- g. Work with Data Access Pages.

Minimum Experience Requirements: High school diploma or equivalent; graduate of a 2-year technical school; 2 years direct experience or equivalent combination of education and experience. Excellent math and organizational skills, written and verbal communication skills. This position requires working knowledge of Contract, Change Order, Schedule of Values, Scope of Work, Purchase Orders and general business documents. Occasional travel/driving may be required. Successful applicant may be subject to client-mandated drug and background checking and is subject to EPC Services Company's auto insurance carrier requirements. Successful applicant must not require immigration sponsorship now or in the future.

Salary: This will be a salaried position based upon a 45-hour work week and commensurate with experience and demonstrated skills.

Benefits include:

- Medical, dental and vision insurance
- Flexible spending account
- Health savings account

- Life insurance
- Disability insurance
- 401(k), profit sharing and employee stock ownership plan
- Paid vacation, personal days and holidays
- Continued professional education reimbursement

EPC Services Company and its parent, Electrical Consultants, Inc. (ECI) employ over 500 engineers, designers, project managers, surveyors, ROW agents, environmental planners, construction professionals and support staff in 15 offices across the U.S. The firm has 30 years of experience in the planning, engineering and construction of a wide range of power delivery projects including substations, transmission lines, distribution systems, communication systems and industrial facilities. Visit our website at www.electricalconsultantsinc.com.

Submission of Resume and Letter of Interest: *As a part of the formal job application process, all applicants will be required submit a letter of interest and resume in electronic form via separate Microsoft Word documents to: hrdirector@eciblg.com*

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