

**PIERCE PEPIN COOPERATIVE SERVICES  
ELLSWORTH, WISCONSIN**

**POSITION DESCRIPTION**

**EXECUTIVE ASSISTANT**

**STATUS: Salaried Exempt**

**I. POSITION SUMMARY**

This position provides executive level administrative support to the President and CEO, the Board of Directors, and Senior Staff.

**II. REPORTING RELATIONSHIPS**

- A. Reports to the President and CEO.
- B. Receives work assignments from the Board of Directors.
- C. Receives work assignments from Senior Staff.

**III. MAJOR RESPONSIBILITIES AND AUTHORITIES**

**Essential Functions**

1. Provides executive level administrative support to the positions listed above, including: coordinating employee meetings and staff meetings, taking minutes at meetings, scheduling appointments, preparing documents, writing drafts of correspondence or articles, filing, looking information up in files and on computer records, creating presentations, and handling a variety of situations involving the clerical and administrative function of the office which often cannot be brought to the attention of the executives.
2. Provides administrative support for the Board of Directors, including: coordinating the Annual Meeting, updating the Board Policies, attending evening Board Meetings, taking minutes at meetings as requested, preparing packets of information, preparing minutes and reports, making travel arrangements, conference reservations, meeting arrangements and answering related questions.
3. Handles all aspects of assembling the monthly board reports and materials, including preparing the agenda, preparing reports, gathering information, and organizing in a logical order.
4. Schedules employee training programs, maintains service award program, and coordinates employee functions.
5. Provides administrative support to all departments to make travel arrangements for employees.

6. Works closely with all economic development loans that are approved by the Board of Directors.
7. Receives customer calls/inquiries related to President and CEO and Board of Directors and provides necessary information to callers.
8. Handles many details of a confidential nature, and performs administrative functions based on understanding of cooperative policy, executive's views and philosophy, which can be assumed by this level of executive assistant.
9. Anticipates ways in which executive's time may be saved and takes initiative to help the office be as efficient as possible.
10. Composes or drafts correspondence and articles requiring knowledge of executive's views, philosophy, cooperative policy, cooperative operations and some understanding of technical matters.
11. Organizes incoming mail and other documents in priority order. Locates and attaches related documents to correspondence which require the personal attention of the executive.
12. Provides general administrative assistance to all departments and management/Senior Staff.
13. Assists with coordination and scheduling member and community youth events and programs including, but not limited to, Youth Leadership Congress and scholarship programs, Child ID Fingerprinting program, Kamp Kenwood, Annual Poster Contest, and the Arbor Day program.
14. Works within community development area to foster important community relations.
15. Cooperates with all employees in maintaining good working relationships.
16. Demonstrates cooperative shared values.
17. Learns and complies with all Cooperative Policies, Rules and Regulations.

The **Executive Assistant** shall be required to perform any other duties assigned in order to fulfill the objectives of the Cooperative.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities of personnel so classified.

#### **IV. EXTERNAL RELATIONSHIPS**

- A. Member-Consumers: To assist and to respond to questions and inquiries.
- B. General Public: Maintains good relations in all contacts with the general public.
- C. Corporate Attorneys: To review policy updates, and general inquiries that need legal opinion.
- D. NRECA/WECA: To assist board and employees with training registrations and requirements.

### **POSITION SPECIFICATIONS**

#### **EXECUTIVE ASSISTANT**

##### **Job Knowledge and Training and Experience:**

1. Education: High school diploma or equivalent; Associates degree in Administrative Assistant or Executive Assistant or related field is preferred.
2. Experience: Experience (2+ years) as high-level executive assistant is required. Previous experience should include developing of correspondence and reports and the maintenance of corporate confidential information. Excellent English grammar and spelling are required for the preparation of correspondence and reports. Must possess knowledge of office practices and procedures. Must be computer proficient with Microsoft Word, Excel, PowerPoint and Outlook. Experience with Microsoft Teams is preferred.

**Equipment Operated:** Position utilizes computer terminals, personal computers, fax machines, calculators, copiers and standard office equipment in the completion of their duties.

**Abilities and Skills:** Must be able to carry out a variety of activities, which requires a high degree of accuracy and attention to detail. Must be able to organize work to meet deadlines. Excellent oral and written communications skills are required. Must be able to type with speed and accuracy. Must be able to maintain corporate confidential information.

##### **Physical and Mental Effort:**

1. Must be able to sit, walk and/or stand for prolonged periods, up to 7 hours in an eight-hour day, with or without back support.
2. Must be able to perform light physical work, continuously lifting up to 10 pounds without assistance and infrequently lifting up to 30 pounds.
3. Must be able to communicate effectively on the telephone and in person to provide information and assistance. Must be able to make group presentations.
4. Must be able to move throughout the buildings, from building to building and drive throughout the surrounding area.

5. Must be able to reach in all directions and bend/stoop to store and retrieve items, use equipment, computer and office equipment.
6. Must have dexterity and hand/eye coordination necessary to operate vehicles and equipment, computer keyboard and communication equipment.
7. Hearing activity requires the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
8. Must have the ability to maintain concentration and focus on tasks requiring timeliness and attention to detail.

**Working Conditions:**

1. Must be able to complete job duties in an environment with some background noise and frequent interruptions.
2. Must be able to work in an office environment and be outside for required travel and some community events.
3. This position must be prepared to provide assistance during after-hours as needed.

**Travel:** Occasional travel (company vehicle or commercial vehicle) may be required.

After an offer of employment has been made, a physical exam is required which includes both drug and alcohol testing.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are primary to the performance of this job, and other job duties include those that are considered secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Originated: 04/20/2020

***Pierce Pepin Cooperative Services reserves the right to revise or change the job responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.***