





# ADMINISTRATIVE ASSISTANT

## JOB DESCRIPTION

 [iecok.com/careers](http://iecok.com/careers)  
 [mlehnus@iecok.com](mailto:mlehnus@iecok.com)

### COMPANY OVERVIEW:

Incorporated in 1939, Indian Electric Cooperative, Inc. is a member-owned, not-for-profit distribution cooperative that supplies electric service to its members in seven north-central and northeastern Oklahoma counties including Pawnee, Osage, Creek, Payne, Noble, Kay and Tulsa.

IEC provides almost 14,000 members with service to 20,080 homes and businesses through 3,516 miles of distribution line covering a service territory of 2,500 square miles.

IEC is powered by skilled and loyal employees.

### POSITION SUMMARY:

This is a full-time entry level position; the administrative assistant will provide essential support to ensure the efficient operation of the Cooperative. This position will report directly to the Director of Human Resources.

### ABILITIES AND SKILLS:

- Excellent interpersonal, verbal, and written communication skills.
- Must be well organized, personable, and able to exercise discretion and use sound judgement in dealing with people and confidential information.
- Ability to handle a variety of diverse tasks and organize work to meet deadlines.
- Must be able to present information to others.
- Ability to analyze data, reports, and conduct research.
- Must be certified in First Aid, CPR, and AED or possess the ability to become certified within one year.
- Must possess and obtain an Oklahoma Class D driver's license.

### RESPONSIBILITIES AND DUTIES:

- Performs administrative support functions for the Human Resources department such as filing, typing, binding, copying, scanning, etc.
- Updates and maintains payroll and personnel data.
- Handles sensitive information in a confidential manner.
- Takes accurate minutes of meetings.
- Assists with IEC's Drug Screening program for CDL and non-CDL drivers.
- Assists with credit union duties.
- Assists in maintaining the master copies of all IEC general policies as well as review, proof-reading, and re-formatting as necessary.



- Performs some functions of a human resource administrator, which includes posting job openings, participating in the interview process, benefit enrollment and administration, new hire orientation, and maintenance of personnel files and medical records.
- Maintains positive relations with employees and serves as a point of contact on current policies and procedures.
- Maintains professional and technical knowledge by attending educational workshops, establishing personal networks, and participating in professional societies.
- Assists with the implementation and annual updates of the compensation program.
- Maintains job descriptions, analyzes compensation, and reviews the performance evaluation program and makes recommendations as necessary.
- Assists with implementing and maintaining the IEC self-insurance plan.
- Administers any wellness functions or incentives with IEC.
- Assists with administering a leadership and employee development program to ensure that current and future competencies required by IEC now and in the future are developed, supported, and expanded.
- Assists with event planning, such as Annual Meeting, employee holiday party, district meetings, and any other IEC sponsored event.
- Assists in the planning and execution of the IEC sponsored blood drive.
- Prepares and submits annual salary/compliance data to NRECA.
- Other duties as assigned.

**QUALIFICATIONS:**

- Education: High school diploma or GED required. Associate degree in office management, business administration, or related field preferred.
- Experience: At least two years of progressively responsible work in administrative services or office management is required. Experience working with the public, a board of directors, or an executive or administrative assistant in a related field is preferred.
- Job Knowledge: Must have thorough knowledge of general office practices, record keeping, and computer operating systems.



**COMPENSATION AND BENEFITS:**

- Annual Salary: \$42,770 - \$61,104 annually
- Benefits:
  - Medical insurance
  - Vision, dental, and life insurance
  - Flexible Spending Account or Health Savings Account
  - Retirement
  - Paid time off

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Signature

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Date

