



**Rappahannock
Electric Cooperative**

A Touchstone Energy® Cooperative 

JOB OPENING

RAPPAHANNOCK ELECTRIC COOPERATIVE
FREDERICKSBURG, VIRGINIA

REPOST

ASSISTANT SECRETARY/EXECUTIVE ASSISTANT TO THE PRESIDENT AND CEO

Job Posting #: 18FB02262019

Job Grade: 15

Job Classification: Exempt

EDUCATION:

B. A. or B. S. degree or equivalent required. Additional college level courses related to job performance preferred.

EXPERIENCE:

Previous administrative support experience for at least five (5) years, with support to a Board preferred. Experienced in planning, organizing and managing internal and external meetings and events is required. Work experience or education where responsibilities, skills, and knowledge have progressively and diversely increased is desired. Experience working in a team environment, collaborating on research projects, where personal initiative has been proven is also desired. Ten years of employment at a cooperative or other public utility is preferred.

JOB KNOWLEDGE:

Must be able to build relationships between the Cooperative and associated lenders, regulators, power suppliers, and trade associations. Must be able to understand departmental functions within the Cooperative and knowledge of how they interact in daily operation of the Cooperative. Must be able to learn the Cooperative Business Model and the financial structure as well as the physical plant of the Cooperative. Must learn various laws and regulations that govern operation of the Cooperative. Must possess advanced computer skills, to include a working knowledge of Microsoft Office products, including, but not limited to: Outlook, Excel, Word and PowerPoint and iOS platform technology as required by job responsibilities.

ABILITIES AND SKILLS:

Must have excellent administrative skills, including the ability to record meeting minutes accurately. Ability to work within a fast-paced deadline oriented environment and manage multiple projects that require team coordination while maintaining a high degree of confidentiality. Skilled in interacting and collaborating with all levels of an organization including Board members as well as external business associates while representing the Office of the President with utmost professionalism and integrity is preferred. Must be proficient in grammar, writing, proof reading, and technology skills to support day-to-day office operations and Board Meetings. Individual should be highly motivated and a resourceful self-starter with the ability to work independently while maintaining good team relations; all while maintaining high professional standards and maturity.

WORKING CONDITIONS:

Extra hours are required from time to time as well as travel to meetings, seminars, and conferences. Overnight travel is sometimes necessary.

HOW TO APPLY:

RESUMES MAY BE FAXED TO 540-891-5990 or E-MAILED TO rech@myrec.coop BY 5:00PM ON MARCH 11, 2019. INCLUDE JOB POSTING #18FB02262019 IN THE SUBJECT LINE.