



## Executive Assistant - Engineering

This full-time position reports to the Director of Engineering and is located at the Operations Center, 8600 NE 117<sup>th</sup> Ave, Vancouver, WA 98662.

### WHAT YOU WOULD DO:

Perform and/or coordinate a variety of office duties, and provide primary support to the Director of Engineering and Engineering staff in administrative areas. Candidate must be professional, dynamic, organized, possess exceptional business writing skills, have excellent attention to detail, and be able to work independently.

- Compose and prepare routine and confidential correspondence, reports, and other documents. Prepare and track personnel orders. Process timesheets, employee program records, etc.
- Process invoices, expense reports, reconcile credit card statements, and assist with the development and tracking of department budgets.
- Administer professional services contracts.
- Prepare, review and send customer correspondence.
- Schedule and plan for meetings and special events.
- Make travel arrangements and perform follow-up and record keeping.
- Research and coordinate projects and policies as assigned.
- Act as communications coordinator for the department and the utility website sections related to engineering, building and remodeling.
- Responsible for establishing and maintaining official documents and records.
- Maintain office equipment and manage office supplies.
- Work in collaboration with other Executive Assistants to provide a common support mechanism.
- May be required to assist in community involvement activities.

### QUALIFICATIONS:

Associate's degree (A.A.) or the equivalent combination of education, training and experience. A minimum of two years' experience in performing administrative functions. Applicant must display professionalism, maturity and sound judgment to successfully manage the challenges of this position.

A high level of proficiency is required in MS Word, Excel, PowerPoint and Outlook. Ability to handle multiple tasks and time-sensitive projects and demonstrated excellent organizational and planning skills. Should be able to apply judgment in determining the criticality of a request and forward to internal resources as appropriate. Excellent written and verbal communications and interpersonal skills. Must be both internal and external customer focused.

### HOW TO APPLY:

Clark Public Utilities offers excellent benefits, an attractive wage, and company incentive programs. For confidential consideration, please forward your resume with cover letter via email to [jobs@clarkpud.com](mailto:jobs@clarkpud.com). Resumes may also be sent to Clark Public Utilities, Human Resources Department, P.O. BOX 8900, Vancouver, WA 98668.

### **Equal Opportunity Employer**

*At Clark Public Utilities, we are committed to being a place where a diverse mix of talented people want to come, to stay and do their best work.*