

DEFINITION

The External Affairs and Government Relations Department of the Alaska Gasline Development Corporation (AGDC) is responsible for all AGDC external communications with a wide range of external audiences and stakeholders. The department communicates the goals, values, milestones, and developments relating to AGDC's leadership in the effort to monetize Alaska's vast supply of North Slope natural gas. Audiences include, but are not limited to, Alaska citizens, elected officials and policy makers, journalists, business, trade, and labor organizations, and LNG buyers and investors.

This position reports to the Vice President, External Affairs and Government Relations, and is tasked with managing the administrative needs of the department. The Administrative Assistant performs a wide variety of tasks requiring absolute discretion, respect for the importance of confidentiality, a professional appearance and demeanor, and strong interpersonal skills. Highly organized, detail-oriented work habits are a must, as is the ability to work on a team in a fast-paced, deadline-driven and rapidly changing environment.

The job requires independent judgment and action to be applied within the rules, regulations, and procedures of the Corporation and supported staff. The work schedule is full-time with 40 hours per week. This is a non-exempt, non-supervisory position.

SPECIFIC DUTIES

Perform detail-oriented skilled and confidential administrative functions requiring a strong working knowledge of department policies, IT systems, budgeting practices, and other procedures.

Record meetings and transcribe meeting minutes reflecting decisions, and action items. Distribute meeting minutes to attendees and pertinent AGDC staff.

Provide administrative and other support services, including timekeeping, scheduling meetings, maintaining appointment calendars, answering phones, coordinating mailings, coordinating travel, tracking inventory, ordering office supplies, and processing expense reports.

Review and proofread presentations and reports for accuracy and format. Confirm corrections are implemented. Prepare regular and ad hoc presentations and reports that require the selection, accumulation, and compilation of data, records and other information from multiple sources.

Monitor status of various divisional projects, special assignment and overall objectives. Route information, advertising, trade show solicitation, presentation and other requests sent to the department to the appropriate staff for completion.

Develop and maintain hard copy and electronic filing systems, in accordance with company retention policies, to organize data and records and assure accurate, timely retrieval.

Interface with and professionally represent the department to other internal points of contact including executives to achieve department administrative objectives.

ADMINISTRATIVE ASSISTANT - EAGR

Coordinate trade show participation and sponsorships, booth furnishings, and shipping of promotional materials. Set up and dismantle trade show booth at Anchorage area events. Represent AGDC at selected Anchorage-area events.

Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: principles, practices and procedures of efficient office management.

Skills in: Personal computers, office machinery use, Microsoft Office Suite (Word, Excel, PowerPoint, CRM), SharePoint, and Adobe Pro software applications. Excellent typing, document review, and data entry. Accurate and detail oriented work habits, strong writing, and organization.

Ability to: Organize, set priorities, and coordinate a variety of administrative functions. Compile, synthesize and Interpret information. Write clearly and communicate professionally. Work well with the public.

Interpersonal skills will be utilized on a daily basis through interaction with a diverse cross-section of people and organizations. The ability to communicate, solve problems, act with diplomacy, and engage and get along well with others is a critical component of this job.

Must be able to maintain professional attitude and performance under pressure of dynamic and sometimes short-notice task assignments.

Working knowledge of office administration, principles, practices, and procedures.

Technical knowledge of database entry, the use of Microsoft Office Suite, SharePoint, and Adobe Pro.

MINIMUM QUALIFICATIONS

Business school or post-high school education preferred. Bachelor degree preferred.

Three years (3) of progressively more responsible administrative experience.