

General Summary:

The Administrative Assistant is a key position within Polar Communications. It requires one to be exceptionally driven and hardworking while exhibiting the Polar Values. This role provides administrative support and expertise required for the CEO/GM, Leadership Team, and Board of Directors to ensure and maintain overall effectiveness necessary to achieve company goals and objectives. Duties are of a highly confidential nature. One must exhibit discretion, judgment, tact, and poise. Incumbent has considerable latitude and flexibility in carrying out assigned tasks.

Supervision Received: Works under the direction of the CEO/GM

Supervision Exercised: None.

Essential Job Functions:

The listed examples may not include all duties performed by this position:

- Performs a broad variety of highly confidential administrative support duties to relieve CEO/GM, Leadership Team and Board of Directors of administrative details serving as a liaison for all levels of Staff and the Board of Directors.
- Independently handles a wide variety of non-routine situations and conflicts. Exercises judgment and discretion in the handling of telephone calls, walk-in clients, and management of Executive calendars, including scheduling of appointments.
- Schedules meetings and maintains appointment calendars and coordinates travel for CEO/GM, Management Team and Board of Directors.
- Assists CEO/GM, Management Team and Board of Directors with all correspondence, staff meetings, notices, agendas, and minutes. Provides organization of all documents and correspondence.
- Prepares information and presentations for All Employee meetings or events. Coordinates speakers and reviews their materials.
- Prepares information for monthly Polar Board of Directors Meetings – meeting notices, agendas, and minutes.
- Participates actively on the Employee Events/Wellness Committee, Holiday Party Committee, and the Polar Annual Meeting. This position also coordinates the scholarships and employee awards.
- Receives CEO/GM and Management Team, daily routine of mail, determines who should respond to requests and forwards information as appropriate.
- Maintains corporation files and is responsible for data management.
- Maintain and report annual state filings.
- Tracks employee training, seniority roster.
- Performs all other related duties as assigned. *

*These tasks do not meet the Americans with Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.

Knowledge, Skills, and Abilities:

- Well-developed reading, writing, proof reading, verbal and bookkeeping and accounting principles and practices.
- High skill level with MS Outlook, Word, Excel, PowerPoint.
- Reporting skills and general understanding of Telecommunications Operating Systems.
- Strong organization, supply management, planning and scheduling skills.
- Advanced administrative, secretarial and clerical skills for modern office practices and procedures.
- Considerable working knowledge of company policies and procedures, products and services, and the telecommunications industry and the ability to make decisions in accordance with.
- Considerable ability to communicate well with a positive and friendly manner, both orally and in writing.
- Exemplary skills in prioritizing and organizing multiple work assignments and working under occasional timely situations with frequent interruptions.
- Considerable ability to establish and maintain effective working relationships with other employees, the public and to deal with public relations problems courteously and tactfully. Must be able to function effectively as a team player and making sound resolutions.
- High-level ability to maintain confidentiality.
- High-level ability to pay close attention to detail and maintain memory for numerous details.
- Considerable ability to maintain efficient workflow and to work independently with little direction.

Education and Experience:

Associate degree or equivalent experience plus three to five years administrative assistant experience.

Executive Assistant or Administrative Assistant certification preferred.

Physical Requirements:

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports.				X
Hearing: Must be able to hear well enough to communicate with Employees and business contacts.				X
Standing/Walking:	X			
Climbing/Stooping/Kneeling:	X			
Lifting/Pulling/Pushing:	X			
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

Working Conditions:

This factor measures the surroundings and physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Good working conditions with the absence of disagreeable conditions.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.