

RESPONSIBILITY OUTLINE



Job Title	Administrative Assistant		
Department	Corporate Services	Pay Status	Hourly
Reports To	Administrative Services Supervisor	FLSA Category	Nonexempt
Location	Various		

SUMMARY

Provide administrative and clerical support for professional, management, and other staff.

Essential Responsibilities

Employee will perform some or all of the following responsibilities and specific duties may vary by location:

Administrative Support

Produce professional and accurate documents such as letters, labels, charts, reports, surveys, emails, flyers, meeting summaries, etc. as requested, in a timely manner. Copy, print, scan, bind, file, fax, distribute, and/or update documents.

Maintain electronic calendars for various resources such as meeting rooms, portable equipment, and company vehicles.

Coordinate and schedule phone/video conferences and meetings. Plan, arrange, and/or assist with food and beverage items for meetings, events, employee activities and retirement celebrations.

Pick up and deliver internal and outgoing mail daily. Prepare United Parcel Service (UPS) and/or FedEx shipments and labels.

Maintain petty cash, employee change, postage, coffee, snack and movie ticket funds where applicable. Prepare and submit related cash reconciliations and make deposits to replenish funds and items timely.

Ensure pool vehicles are maintained with designated fuel levels and in proper working condition for employee use and assist with scheduling routine maintenance.

Office Equipment

Operate and maintain all general office equipment, building security modules/displays, telephone and voice mail software to ensure continued readiness.

Reception

Greet and direct vendors, contractors, and guests to the proper employee or department. Maintain electronic visitor log and assignment of visitor badges. Ensure coverage of main entry to building and main phone lines. Answer and route incoming calls via phone console and VOIP software in a professional and timely manner.

Data Input

Gather and input data to various database software, forms, lists or spreadsheets. Compile data into reports and charts and distribute information to corresponding managers and supervisors, as needed.

Purchasing & Receiving

Inventory, order and restock general office supplies for all departments, including meeting and break room items, plus ink and toner for office equipment.

Place orders through company software, designated online supply stores, local supply stores or the company requisition process. Verify delivery, check for accuracy, and reconcile purchases.

Assist with requisition submission for payment of invoices. Complete receiving for designated departments using specific company software. Generate, code and process iExpense reconciliation reports; organize, scan, combine and attach receipts; provide support with account coding.

Travel Support

Process travel requests accurately and in a timely manner. Coordinate and book requested air, hotel, ground transportation reservations or assist staff with self-bookings and event registrations. Verify completed travel rates have been adjusted to match preferred or offered rates. Ensure relevant travel information is posted to employee calendars and tracking databases.

Post employee personal profile information with accuracy to travel company accounts. Monitor status of travel industry changes and follow up with application to Sunflower's travel and training needs.

Safety

Sunflower employees are expected to approach their personal safety and their coworkers safety with a positive attitude and commitment. Sunflower employees will maintain the highest level of responsibility and accountability in compliance with all safety policies, practices and procedures to ensure a safe working environment. This includes properly maintaining and caring for applicable safety gear and equipment; identifying, correcting or assisting in resolving safety concerns, including communicating all hazardous conditions; reporting all injuries and near misses immediately to appropriate personnel; and understanding and complying with the Clearance Procedure as applicable.

Culture

Demonstrate personal responsibility and a commitment to Sunflower's culture and core values of technical competency, respect and dignity, accountability, integrity, trustworthiness, and servant leadership to empower or otherwise enable others to optimally perform their job responsibilities. Demonstrate and promote ethics and behaviors consistent with Sunflower's culture, Board policies, and business practices. Understand and fulfill the role and responsibility for all internal policies and procedures of the company to comply with laws, rules, and regulations.

Other Responsibilities

Provide backup coverage, training and ongoing support for other Administrative Assistant positions and related duties as needed or requested.

Perform other tasks as assigned or required to support Sunflower's mission and operations.

Qualifications

Education and Experience

High school diploma and three years progressively responsible clerical/management support experience, or equivalent combination of education and experience.

Administrative Certification (e.g. Certified Administrative Professional (CAP)) preferred.

Knowledge, Skills, Abilities

Successful completion of Edison Electric Institute (EEI) Support and Administrative Selection System (SASS) Test.

Demonstrated keyboarding ability and skills to produce professional and accurate documents. Strong competency in proofreading, editing, grammar, spelling, punctuation, and math.

Able to operate computers and associated programs including, but not limited to, Microsoft Office, Adobe Acrobat, SharePoint, and the Internet at the level required to successfully perform the essential responsibilities of the position.

Able to operate office equipment (copy, postage, laminator, and binding machines) and have knowledge of routine office procedures and protocol.

Strong knowledge and ability to organize, file, scan, transfer, send, and maintain office documents electronically or hard copy to ensure proper retrieval.

Able to multitask in an occasionally fast-paced environment.

Strong self-motivation.

Written, verbal, and interpersonal communication skills at the level required to successfully perform the essential responsibilities of the position.

Other

Possess and maintain a valid driver's license.

Able to travel to all Sunflower sites and attend training and meetings out of state as needed.

Regular and prompt attendance is required.

Able to work overtime, both scheduled and/or unscheduled.

This outline is not all inclusive but rather serves as a general overview of the current business needs.

Experience guidelines are not the sole basis for awarding this position and substitutions may be made as they relate to the essential functions, duties, and responsibilities of this position.

EEO Category	5	FLSA Exemption	N/A
FLSA Exemption Justification	N/A		

COMPETENCIES

The following competencies describe the required knowledge, skills, and behaviors that contribute to employee performance and organizational success. Please contact the Department of Organizational Development for definitions of each competency.

Core

- Technical Competency
- Respect and Dignity
- Accountability
- Integrity
- Trustworthiness
- Servant Leadership
- Safety

Technical

- Communication
- Decision Making
- Flexibility
- Initiative
- Problem Solving
- Quality
- Team-Oriented
- Technology Acumen

PHYSICAL AND MENTAL REQUIREMENTS SHEET

This outline is not all inclusive but rather serves as a general overview regarding the physical and mental activities required to perform the job.

Physical Tasks and Exposure

For the following, indicate if the task or exposure during a typical shift is:

Occasional (0-33% of the workday); **Frequent** (34-66%); **Constant** (67-100%)

Task/Exposure	O	F	C
Standing	X		
Walking	X		
Sitting			X
Climbing			
Crouching	X		
Twisting	X		
Reaching above	X		
Heights over 4 ft			
Confined spaces			
Variable weather			
Cold			
Heat			
Noise over 85 decibels			
Dust/Dirt			
Ionizing radiation	X		
Chemicals			
Repetitive - Wrist			X
Repetitive - Elbow			X
Other:			

Task/Exposure	O	F	C
Lifting/Lowering			
<10 pounds	X		
11-30 pounds	X		
31-50 pounds			
Carrying			
<10 pounds	X		
11-30 pounds	X		
31-50 pounds			
Pushing			
<10 pounds	X		
11-30 pounds	X		
31-50 pounds			
51-75 pounds			
>75 pounds			
Pulling			
<10 pounds	X		
11-30 pounds			
31-50 pounds			

Comments:

For the following, indicate if essential to the position:

Mental Requirements	
Works alone	X
Repetition	X

Audio/Visual	
Hearing/Corrected Hearing	X
Color discrimination	X

Required Examinations			
Physical Capacity Profile (PCP)		Audiogram	
Level 2		Chest X-Ray	
Level 3		Spirometry	
Level 4		Color	
Level 5		DOT Physical	

A physical may be substituted for a PCP if it is not available.