

COOK INLET REGION, INC.
JOB DESCRIPTION

Position: *Energy Development Assistant*
Department: *Energy Development*
Reports To: *Senior Director, Energy Development*
FLSA Status: *Non-Exempt*

Supervises

None

General Function

Provides high level administrative and related project support for the Energy Development Department and/or the Company's affiliated subsidiaries. Prepares materials and packets for Board of Director and Board Committee meetings. Plays key administrative role in coordinating energy projects. Handles confidential and sensitive information.

Major Activities (Typical Duties/Responsibilities)

1. Provides high level administrative support services, which include composing and typing correspondence, documents, reports and other materials.
 2. Makes travel arrangements; prepares trip and expense reports.
 3. Screens and directs incoming calls, distributes mail, tracks correspondence for any follow-up activities. Provides miscellaneous administrative support to department including making photocopies and sending and receiving documents.
 4. Organizes and tracks work flow to ensure timelines are appropriately met in accordance with applicable rules and regulations as well as internal department and/or corporate goals.
 5. Responsible for creating and maintaining department file structure for business records.
 6. Maintains department calendar to ensure all incoming notices are appropriately logged and noted and assists with meeting and/or coordinating responses to deadlines.
 7. Proactively monitors meeting agendas to ensure department matters are calendared.
 8. Assists the Senior Vice President, Land and Energy Development in coordinating the budget preparation cycle and monitoring budget-to-actual performance, including coding and tracking invoices for signature and processing.
 9. Assists with special projects and meetings.
 10. Other duties as assigned.
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Skills/Abilities

- Excellent interpersonal skills; ability to work effectively and cooperatively with all levels of management and staff, affiliated-company employees as well as outside business associates

- Exhibits a professional manner in dealing with others.
 - Superior organizational and follow-up skills and be detail oriented.
 - Ability to make decisions, solve problems and exercise good judgment; ability to work under pressure and prioritize workload.
 - Excellent written and oral communication, including the ability to assist in writing reports, procedures manuals and effectively present both numerical and technical information in the appropriate format.
 - Thorough knowledge of proper grammar, advanced vocabulary, spelling, editing and proofreading skills.
 - Proficiency in industry-standard computer software including Microsoft Word and Excel.
 - High degree of sensitivity regarding confidential information.
 - Ability to effectively prioritize work, problem solve, exercise good judgment and work independently with minimal supervision.
 - Ability to work effectively with consultants, department management and CIRI staff, both individually and as part of a team.
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Minimum Experience

Some college education in business, finance, natural sciences or related field and three years progressively responsible related experience; or any combination of education and experience that provides the required skills, knowledge and abilities.

Required Contacts

- CIRI executives, management and staff
 - Executives, management and staff of CIRI subsidiaries, wholly-owned and affiliated non-profit companies
 - Executives, management and staff of other ANCSA corporations and villages
 - Local, state and federal government and agency representatives and staff
 - Community and business leaders
 - General public
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APPROVAL

Incumbent: _____ ***Date:*** _____

Supervisor: _____ ***Date:*** _____