

NCGP Administrative Assistant

Coordinate and perform administrative support activities for assigned business unit (NC GreenPower, or NCGP) and/or team.

Essential Functions

- Provide administrative support to NCGP (~75-80%); provide back up for other administrative assistants as needed (~20-25%).
- Perform front office duties including reception, switchboard, mail distribution and other administrative support to staff.
- Create, update and maintain documents/files using MS Office software; may include calendaring, presentations, graphs, spreadsheets, mailing lists, correspondence, etc.
- Perform data entry into relevant databases; create and maintain routine and ad-hoc reports as required.
- Coordinate and arrange staff travel.
- Respond to customer, supplier, vendor and public inquiries.
- Troubleshoot office equipment issues and provide support to staff.
- Assist with providing training and work coordination for junior staff and interns.
- Provide general administrative support and coordinate logistics for corporate events, workshops, social activities, etc. as requested.
- Assist in marketing of events and process registrations or sign-ups.
- Negotiate, secure and coordinate event site and catering.
- Prepare information and materials for events and/or workshops, and disseminate to participants.
- Serve as point of contact for events and event coordination.
- Assist with accounting processes – process credit card receipts and billings, log deposits.
- Prepare purchase orders and check requests for payments.
- Maintain and operate billing processes for teams to submit to accounting for invoicing.
- Assist with data collection, preparation and reporting.
- Prepare and disseminate surveys to internal staff and/or external clients and compile information.
- Recommend and coordinate vendors supplying NCGP with products or services, such as warehousing, freight shipping, etc.
- Take detailed minutes of meetings; may include staff meetings, board meetings, etc.
- Provide administrative support and/or coordination for special projects as assigned.

Requirements

- High school diploma or equivalent. Associates degree in business administration or relevant field preferred.
- 3-4 years as Administrative Assistant.
- Advanced skills in Microsoft Office Products.
- Valid driver's license and current insurance required.
- Individual must have excellent organizational skills, be very detailed oriented, take the initiative on responsibilities, and be able to work independently and with minimal direction. Must have a positive attitude, be able to multi-task and prioritize many activities, and have sensitivity in dealing with customers and confidential information.
- Normal office environment.
- Light to moderate amounts of in-state travel will be required.
- Should be able to lift and carry up to 30 pounds and perform light manual labor.

Location: Raleigh, NC

Employment Type: Non-exempt, Hourly

About NC GreenPower: With the mission of improving the quality of the environment in North Carolina, the nonprofit NC GreenPower was founded in 2003 as a statewide program. NC GreenPower helps to connect consumers with renewable energy and carbon offset providers to create positive environmental and economic impacts for our state. All projects supported by the program are located in North Carolina. In 2015, NC GreenPower launched a new pilot to support solar PV installations at K-12 schools. Contributions to NC GreenPower are tax-deductible. For more information, visit www.ncgreenpower.org.

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