

**PIERCE PEPIN COOPERATIVE SERVICES  
ELLSWORTH, WISCONSIN**

**POSITION DESCRIPTION**

**EXECUTIVE ASSISTANT**

**STATUS: Salaried Exempt**

**I. POSITION SUMMARY**

The Executive Assistant provides comprehensive executive and administrative support to the President & CEO, Board of Directors, and Senior Management, ensuring efficient coordination of meetings, communications, travel, and confidential matters. This position also manages preparation and distribution of board materials, supports interdepartmental activities including training and events, and serves as a key liaison for internal and external inquiries.

Additionally, the Executive Assistant oversees facility operations by coordinating maintenance projects, managing vendor relationships, maintaining safety programs, conducting regular inspections, and ensuring a safe and well-maintained work environment.

**II. REPORTING RELATIONSHIPS**

- A. Reports to the President and CEO.
- B. Receives work assignments from the Board of Directors.
- C. Receives work assignments from Senior Management.

**III. MAJOR RESPONSIBILITIES AND AUTHORITIES**

**Essential Functions – Executive Administration**

1. Provides executive administrative support, including coordinating meetings, taking minutes, scheduling, preparing documents and correspondence, managing files and records, creating presentations, and handling various office clerical functions.
2. Provides administrative support to the Board of Directors, including coordinating meetings and events, updating policy documents, preparing minutes and reports, scheduling orientations, managing travel and conference arrangements, and handling related communications.
3. Coordinates all aspects of assembling the monthly board reports and materials, including preparing the agenda, preparing reports, gathering information, and organizing in a logical order. Participation in evening board meetings is a requirement of this position. Coordinates the Pierce Pepin Cooperative Services Annual Meeting.
4. Provide administrative support to Senior Management and all departments to schedule employee training and travel, coordinate employee meetings and events, participate in cooperative events, and coordinate building use for events and activities.
5. Receives customer calls/inquiries related to President and CEO and Board of Directors and provides necessary information for appropriate response.
6. Provides assistance and meeting support to county economic development group.
7. Handles many details of a confidential nature, and performs administrative functions based on understanding of cooperative policy, executive's views and philosophy, which can be assumed by this level of executive assistant.

8. Proactively identify opportunities to save the executive's time and takes initiative to enhance office efficiency.
9. Organizes correspondence and other documents in priority order. Locates and attaches related documents which require the personal attention of the executive.
10. Assists with coordination and scheduling cooperative events and programs.
11. Track compliance and completion of all regulatory reporting obligations enacted by the broadband governing bodies.
12. Works within community development area to foster important community relations.

#### **Essential Functions - Facilities**

1. Directs part-time custodian and oversees cleaning schedules.
2. Maintains Safety Data Sheets and participates actively in the Safety Committee to ensure workplace safety.
3. Conducts regular facility inspections, documents issues, and tracks resolution to completion.
4. Manages vendor relationships and coordinates facility maintenance, repairs, and related projects.
5. Oversees office and janitorial supply inventories, including furniture and ergonomic equipment.
6. Coordinates safety drills, maintains evacuation maps, and conducts monthly safety equipment inspections.
7. Orchestrate facility maintenance and facility related activities and projects.

#### **General Requirements**

1. Seek out new and innovative ways to improve the cooperative experience for members and customers.
2. Cooperate with all employees in maintaining good working relationships.
3. Demonstrates cooperative shared values.
4. Learns and complies with all Cooperative policies, rules, and regulations.

The **Executive Assistant** shall be required to perform any other duties assigned in order to fulfill the objectives of the Cooperative.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities of personnel so classified.

#### **IV. EXTERNAL RELATIONSHIPS**

- A. Member-Consumers: To assist and to respond to questions and inquiries.
- B. General Public: Maintains good relations in all contacts with the general public.
- C. Corporate Attorneys: To review policy updates, and general inquiries that need legal opinion.
- D. NRECA/WECA: To assist board and employees with training registrations and requirements.
- E. Vendors: To assist with facility-related contracting and contract compliance with and/or on behalf of the cooperative.

## **POSITION SPECIFICATIONS**

### **EXECUTIVE ASSISTANT**

#### **Job Knowledge and Training and Experience:**

**Education:** High school diploma or equivalent; associate's degree in administrative assistant or Executive Assistant or related field is preferred.

**Experience:** Experience (2+ years) as high-level executive assistant is required. Previous experience should include developing correspondence and reports and the maintenance of corporate confidential information. Excellent English grammar and spelling are required for the preparation of correspondence and reports. Must possess knowledge of office practices and procedures. Must be computer proficient with Microsoft Word, Excel, PowerPoint and Outlook. Experience with Microsoft Teams is preferred.

**Equipment Operated:** Position utilizes laptops, iPads, copiers, and standard office equipment in the completion of their duties.

#### **Abilities and Skills:**

- Advanced organizational skills. Must be able to manage multiple priorities, calendars, meetings, and documents efficiently. Must be able to organize work to meet deadlines.
- Must be able to carry out a variety of activities, which require a high degree of accuracy and attention to detail, with the ability to prioritize and anticipate needs to provide the highest efficiency.
- Excellent written and verbal communications skills are required.
- Must be able to maintain discretion and confidentiality.

#### **Physical and Mental Effort:**

- Must be able to sit, walk and/or stand for prolonged periods, up to 7 hours in an eight-hour day, with or without back support.
- Must be able to perform light physical work, continuously lifting up to 10 pounds without assistance and infrequently lifting up to 30 pounds.
- Must be able to communicate effectively on the telephone and in person to provide information and assistance. Must be able to make group presentations.
- Must be able to move throughout the buildings, from building to building and drive throughout the surrounding area.
- Must be able to reach in all directions and bend/stoop to store and retrieve items, use equipment, computer and office equipment.
- Must have dexterity and hand/eye coordination necessary to operate vehicles and equipment, computer keyboard and communication equipment.
- Hearing activity requires the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
- Must have the ability to maintain concentration and focus on tasks requiring timeliness and attention to detail.

#### **Working Conditions:**

- Must be able to complete job duties in an environment with some background noise and frequent interruptions.

- Must be able to work in an office environment and be outside for required travel and some community events.
- This position must be prepared to provide assistance during after-hours as needed.

**Travel:** Occasional travel (company vehicle or commercial vehicle) may be required.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are primary to the performance of this job, and other job duties include those that are considered secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Parts of this job description may include content generated by AI.

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***Pierce Pepin Cooperative Services reserves the right to revise or change the job responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.***