Job Opening

Administrative Assistant - San Rafael Office
Administrative Services Department

Salary range for this position: $25.63 – 40.83 Per Hour
Phone interviews will be conducted once a sufficient pool of candidates has been recognized

Send a cover letter and resume no later 4:00 pm, Tuesday March 31, 2020
Phone interviews anticipated for early April, 2020
For those selected to move forward it is anticipated that in-person interviews will take place by mid-April, 2020

WHO WE ARE

MCE offers cleaner, locally-controlled, cost-competitive electricity options for more than one million residents and businesses in 34 Bay Area communities. MCE provides customers with 50% more clean energy than traditional electricity service and is 90% greenhouse gas-free. MCE customers are greening our electricity supply while helping invest in local energy programs. We are proud to be the first program of its kind in California and have been operational since 2010.

OUR COMMITMENT TO DIVERSITY

Diverse opinions, ideas, and experiences push us and challenge us, as individuals and as a team, to work better and smarter. We know that the more diverse our workforce is, the better we support our customers and the diverse interests they represent. We provide an inclusive, empowering, and supportive work environment and welcome individuals from all backgrounds and walks of life throughout our organization, from our employees to our customers and community members.

WHAT YOU’LL DO

As the Administrative Services Assistant you will provide clerical and basic administrative level duties, such as meeting and calendar coordination, supply monitoring, front desk coverage, records management, and other department-specific duties as assigned.

WHO YOU’LL WORK WITH

MCE is a small but mighty team that is results-oriented and partnership-driven. You’ll work with our staff, guests, customers, and Board members. The team is staffed with passionate individuals dedicated to increasing the adoption of clean energy. Our customers, stakeholders, and community partners share our vision and work hand in hand with us to advance our clean energy future.

The Administrative Services team is focused on providing a high-quality administrative support with a positive attitude, flexibility, and attention to detail.
ESSENTIAL DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)

- Handle all front of office duties including, but not limited to, routing incoming phone calls, greeting customers and guests, and receiving and distributing mail and office supplies.
- Provide complete meeting and event coordination through scheduling, room and audio-visual set-up, refreshment ordering, and clean-up.
- Maintain overall tidiness of kitchens, supply rooms, conference rooms, and common areas, and coordinate staff on shared cleaning activities.
- Maintain and improve processes for file maintenance, document tracking, and management.
- Prepare documents, spreadsheets, and presentations using Microsoft Office Suite and Google Applications.
- Provide support for MCE Board and Committee meetings.

SUCCESSFUL CANDIDATES MUST DEMONSTRATE THE ABILITY TO:

- Approach work with a hospitality mindset
- Take responsibility and work independently
- Coordinate team efforts
- Display patience, tact, and courtesy
- Communicate effectively in written and verbal form
- Understand accountability, integrity, judgment, and confidentiality

WHAT YOU NEED TO KNOW

- Principles and practices of administrative support and hospitality service
- Microsoft Office Suite (Excel, Word, PowerPoint, Outlook) at a beginner level
- Google Applications (Gmail, Drive, Docs, Sheets, Slides, Forms) at a beginner level

EXPERIENCE/EDUCATION

- Education and experience equivalent to an Associate degree in Business, Communications, or a related field
- Or two (2) years of progressively responsible experience as an administrative support professional or hospitality service professional

WHAT WILL GIVE YOU THE EDGE

- A demonstrated passion for administrative work and hospitality

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
WORK ENVIRONMENT AND PHYSICAL CONSIDERATIONS

- This position will be located in MCE’s San Rafael office
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- MCE offices support an environment which is accessible to those with reduced mobility. We are happy to provide more details if asked.
- MCE will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.
- The noise, light and temperature level in the MCE office work environment is usually moderate.

BENEFITS

- Competitive salary, including paid holidays, vacation, sick, personal, family medical, and parental leave, and paid holidays.
- Excellent fully funded health insurance options, including medical, dental, and vision for you and your dependents.
- MCE contributes to a 401(a)-retirement plan and you have the option of contributing to a 457(b) deferred compensation plan and flexible spending account.
- You have the ability to cover some or all travel costs with our commute alternatives program.
- You have access to professional development opportunities and team-building activities.
- Non-taxable reimbursement set amount towards the cost associated with qualified dependent care.
- MCE set monthly allowance for up to two years for individuals to use for their personal development, or tuition reimbursement, or student loan payment.
- Professional development opportunities for career specific growth opportunities.

TO APPLY

Selection procedures may consist of any or all of the following: application ranking, writing sample, skills test, and interviews. To apply, please send your cover letter and resume via email to jobs@MCEcleanenergy.org

MCE IS AN EQUAL OPPORTUNITY EMPLOYER