Job Opening

Administrative Assistant- Concord Office
Administrative Services Department

Salary range for this position: $54,263-$86,460

Out of an abundance of caution this position will be a remote role through June 2021. When MCE offices reopen the position will be based in Concord.

Submit a resume by 2:00 pm, March 19, 2021. MCE reserves the right to close the recruitment when a qualified pool of candidates has been identified.

It is anticipated that phone screens will be held on March 29 & 30, April 1
Those selected to move forward from a phone screen will be invited to participate in a video interview tentatively scheduled for April 12 & 13
Candidates selected to move forward from video interviews will participate in a final video interview anticipated for April 16

WHO WE ARE

MCE offers cleaner, locally-controlled, cost-competitive electricity options for more than one million residents and businesses in 36 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.

WHO YOU’LL WORK WITH

The Administrative Services team is focused on providing high-quality administrative support with positivity, flexibility, meticulousness, and determination.

WHO YOU ARE

As the Administrative Services Assistant, you will provide clerical and basic administrative level duties, including meeting and calendar coordination, supply monitoring, front desk coverage, records management, project coordination, and other department-specific duties as assigned. Opportunities for cross-team engagement will open a door to learning about renewable energy technologies, energy efficiency, and community resiliency.

ESSENTIAL DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)

• While working both remotely and in-person
  o Provide project support and coordination utilizing the Asana project management tool.
- Engage in cross-team collaboration including customer service, research, data collection, and other tasks that have a high impact across the agency.
- Prepare documents, spreadsheets, and presentations using Microsoft Office Suite and Google Applications.
- Provide support for MCE Board and Committee meetings.
- Provide as-needed mailing and shipping services and coordination, remotely.

- **Upon return to office in-person**
  - 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.

**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 maintain confidentiality

**WHAT YOU NEED TO KNOW**
- Principles and practices of administrative support
- 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 equivalent to an Associate degree in Business, Communications, or a related field or two (2) years of progressively responsible experience as administrative support, customer service, or hospitality service professional

**WHAT WILL GIVE YOU THE EDGE**
- Familiarity with Asana or other project management tools
- Familiarity with Zoom, Google Meet, or other screen-sharing and teleconferencing tools

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

- 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 that 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.

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 for career-specific growth opportunities.
- 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.

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.

To Apply

Resumes and can be submitted through LinkedIn Easy Apply. Selection procedures may consist of any or all of the following: resume review, interviews, and position-related skills assessment.

MCE is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.