



## Executive Assistant

Glennallen, AK

Copper Valley Electric Association (Glennallen, Alaska) is accepting applications for the position of Executive Assistant.

### Requirements

- Area domicile in Glennallen, Alaska
- Must possess, or be able to obtain, an Alaska Driver's License
- A high school diploma and at least three year's relevant secretarial and office experience required
- Must possess excellent English grammar, punctuation, spelling, composition, and proofreading skills
- Demonstrate advanced ability with personal computer skills, particularly with Microsoft programs
- Possess an understanding of parliamentary procedures and *Robert's Rules of Order*
- Ability to function in professional settings and maintain confidentiality
- Ability to perform the essential mental and physical requirements of the position

The Executive Assistant will report to the Chief Executive Officer (CEO) and is responsible for processing supporting the CEO and Executive Staff, facilitating board meetings, and producing meeting minutes. As with all positions at CVEA, there will be a six-month probationary period for the successful applicant. CVEA offers competitive compensation and an excellent comprehensive benefit program.

A detailed application packet is available at [CVEA.org](http://CVEA.org) > [About Us](#) > [Careers](#). Applications will be accepted until 5 p.m., June 16, 2022. CVEA is an Equal Employment Opportunity employer.

Please contact Lindsay Malone, Office Manager, at 907-822-8305, fax 907-822-5586, or e-mail [jobs@cvea.org](mailto:jobs@cvea.org) with questions. Applications should be emailed to [jobs@cvea.org](mailto:jobs@cvea.org), or dropped off at either CVEA office location.