

**JOB ANALYSIS WORKSHEET**  
**FLINT ELECTRIC MEMBERSHIP CORPORATION**  
**P. O. BOX 308, 3 SOUTH MACON STREET**  
**REYNOLDS, GEORGIA 31076**

<b>JOB POSTING</b>	<b>EXTERNAL POSTING</b> (Individuals meeting the following requirements are eligible to apply.)
<b>JOB TITLE</b>	<b>EXECUTIVE ASSISTANT</b>
<b>JOB LOCATION</b>	Flint EMC – 98 Carl Vinson Parkway, Warner Robins, GA
<b>JOB CLASSIFICATION</b>	Inside Job; Non-Exempt
<b>SUPERVISOR</b>	Manager of Executive Services
<b>LAST DATE REVIEWED</b>	January 2025
<b>JOB SUMMARY</b>	Prepares Word documents, Excel spreadsheets, PowerPoint presentations, and maintains Access databases. Attends board, committee, departmental, strategic planning, safety, and other meetings as necessary. Takes notes and transcribes minutes of meetings as assigned. Opens, sorts, and distributes incoming mail. Establishes and maintains corporate and departmental files; actively manages and tracks documentation and requirements of centralized contract filing system, including D.O.T. contracts, member agreements, joint-use pole agreements and others. Handles pre-travel and post-travel arrangements and expenses for executive team when needed. Handles meeting room reservations for inside & outside organizations, set up for internal meetings, ensuring refreshments and meals are provided as may be required. Orders office supplies and keeps supply closet adequately stocked. Tactfully suggests changes or makes recommendations to staff on assignments, checks outboxes of executive staff regularly, and prioritizes work to meet deadlines. Maintains confidentiality.
<b>EDUCATION / TRAINING</b>	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• High school education or equivalent</li> <li>• Two years of documented secretarial experience which includes proficient experience with Microsoft Office software; or</li> <li>• Associate of Science Degree in Business Administrative Technology (or related degree)</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Formal course in secretarial field which included emphasis on office practices</li> <li>• Experience as a staff level or Executive Secretary desirable</li> <li>• Experience in taking and transcribing meeting minutes</li> <li>• Experience with contracts and legal terms</li> </ul>
<b>KNOWLEDGE / INTERPERSONAL SKILLS</b>	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Positive attitude and willingness to be a team player in support of exceptional internal and external customer service, which should be evidenced from prior work experience</li> <li>• Ability to handle confidential material with judgment and discretion</li> <li>• Typing / data entry speed of approximately 50 wpm with accuracy</li> <li>• Proficient skills in the use of Microsoft Word, Excel, PowerPoint, Access and Outlook, as well as in resourceful use of the internet</li> <li>• Knowledge of all types of office equipment used in secretarial field</li> <li>• Good understanding of office practices and procedures</li> <li>• Good organizational and multi-tasking skills</li> <li>• Excellent oral and written skills for interpersonal, phone, corporate reporting, creative writing and composition communications</li> <li>• Basic math skills</li> <li>• Ability to make presentations, if needed</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Basic knowledge of contracts and legal terms</li> </ul>
<b>WORKING HOURS</b>	<ul style="list-style-type: none"> <li>• 8:00 a.m. to 5:00 p.m. Monday through Friday with one hour for lunch</li> <li>• Must be willing to work extra hours as needed to complete special projects</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Must have and maintain a valid Georgia driver's license</li> <li>• Must be willing to travel and work at any of Flint's office locations</li> </ul>
<b>APPLYING FOR JOB</b>	<ul style="list-style-type: none"> <li>• Qualified external applicants may print an application from our website, <a href="http://www.flintenergies.com">www.flintenergies.com</a>, or pick up an application from our offices at 98 Carl Vinson Parkway, Warner Robins, GA or 3 South Macon Street, Reynolds, GA. <b>The deadline for external applications is 5:00 p.m., Friday, January 24, 2025.</b></li> <li>• Applications may be dropped off at the locations listed above or emailed to <a href="mailto:hr@flintemc.com">hr@flintemc.com</a>.</li> <li>• Contacts: Kathy Parrish 478-847-5143, or Chelsea Payne 478-218-5582.</li> </ul>

**FLINT EMC IS AN EOE/AA: MINORITES / FEMALES / VETERANS / DISABLED  
DRUG FREE / SMOKE FREE WORKPLACE**

01/10/2025

**PHYSICAL DEMANDS FOR ESSENTIAL FUNCTIONS  
EXECUTIVE ASSISTANT**

<b>ALERTNESS &amp; CONCENTRATION</b>	Must be able to concentrate on several things at one time. Be alert to give and receive information and analyze data to make important decisions.
<b>ABILITY TO DEAL WITH STRESS</b>	Must be able to work under pressure, handle tense situations, resolve complaints, and control anger and attitude.
<b>VISION</b>	<b>Far Visual Acuity</b> - As necessary to drive. <b>Near Visual Acuity</b> - Must be able to see computer screen, keyboard, and read all types of paperwork, including small figures. <b>Peripheral Vision</b> - As necessary for driving. <b>Color Vision</b> - As necessary for recognizing appropriate forms. <b>Depth Perception</b> - As necessary for driving. <b>Night Vision</b> - As necessary for driving.
<b>HEARING</b>	<b>(Normal Tones) Hears</b> and comprehends spoken conversation over telephone and in person.
<b>SPEECH</b>	Speaks loudly and clearly enough to be accurately understood. Voice must be pleasant, tactful, and professional.
<b>SITTING / STANDING</b>	Sits a maximum of 2 hours at a time, up to a total of 8 hours per day. Can stand up as needed.
<b>WORKER MOBILITY / WALKING</b>	Can change positions at will. Minimal amount of walking around office.
<b>LIFTING / CARRYING</b>	Frequently lifts files, research books, printouts, and supply materials. Seldom anything over 25 pounds.
<b>PUSHING / PULLING</b>	Required to open/close desk drawers and file cabinets.
<b>BENDING</b>	Bends from neck for talking on telephone. Bends from waist to retrieve documents in files and desk drawers.
<b>REACHING / HANDLING</b>	Wrist, hand, and arm frequently used for operating PC, typewriter, calculator, writing, performing miscellaneous general office work, and driving automobile.
<b>TWISTING / CLIMBING / CRAWLING</b>	Twisting is Intermittent. No climbing or crawling required.
<b>ENVIRONMENTAL FACTORS</b>	Job is located indoors in a heated/air-conditioned building. No noise, light, fumes, or dust hazards present.
<b>MACHINES / TOOLS/ EQUIPMENT</b>	PC, printer, fax, typewriter, calculator, copier, binding machine, paper, pens, pencils, and stapler.
<b>SAFETY EQUIPMENT / SAFETY LOSS CONTROL PROCEDURES</b>	None required. Follows prescribed safety rules.
<b>DRUG TEST / PHYSICAL EXAM</b>	Drug test required for pre-employment and random thereafter. Employment entrance physical exam required.

Requirements are subject to possible modification to reasonably accommodate individuals with disabilities provided it does not pose a direct threat or significant risk to the health and safety of themselves or other employees.