

JOB ANNOUNCEMENT

**CC Communications is owned & operated by Churchill County, Nevada
An Equal Opportunity Employer**

Administrative Assistant

Position opens December 12, 2018 and remains open until filled
(Salary placement within the range depends on qualifications and budget constraints)
Plus 100% paid PERS (defined benefit) retirement, health insurance, vacation and sick leave

Applications are invited for the full-time position of Administrative Assistant for CC Communications. The Administrative Assistant is responsible for the support, coordination, research and a variety of other duties to assist the CEO/General Manager and other management staff as required. The Administrative Assistant must exercise good judgment in decision making, be willing to take initiative and possess excellent oral and written communications skills. Many tasks will be performed independently.

The Administrative Assistant shall be responsible for adhering to the following core values:

- Communicate, actively share knowledge and information
- Accountable, take ownership and responsibility for making, keeping and answering for all commitments to each other and our customers
- Respect, show respect for all
- Cooperate, work as a unified team
- Passionate, passionate about providing employees and customers innovative technology solutions through continual personal and professional growth.

Examples of essential duties and responsibilities includes but not limited to:

1. Serves as recording secretary, posting agendas, arranges meetings and distribution of materials in advance of all meetings, transcribes minutes and is custodian of records.
2. Support the CEO/General Manager administratively by answering telephone calls, coordinating correspondence, maintaining filing system and coordinating schedules. Coding bills and invoices as required.
3. Administers company building security cards and system.
4. Monitors and maintains contracts, tower site leases, and other legal documentation.
5. Procures and supervises Custodial Services for the company.
6. Maintains confidentiality as appropriate, and projects professional image.
7. Orders, purchases and administer office supplies.
8. Responsible for developing budget for office supplies, office machines and break rooms.
9. Makes travel arrangements for CEO/General Manager and other employees as required. Obtains the lowest fares and rates possible considering travel schedules.
10. Administers bid process which includes reviewing and placing advertising for bids or sales, notifying all bidders of award and placing item on appropriate agenda.
11. Administers Petty Cash Fund at 50 W. Williams Avenue facility in accordance with established practices.
12. Responsible for maintaining current Duty Supervisor Roster and keeping all information current on computer and in duty supervisor handbook.

13. Responsible for Federal Government Security Program by interfacing and administering and applying the rules and guidelines for security clearances involving Telco personnel, Federal Government and the local military installations.
14. Responds to data requests from FCC, auditing or other interested organizations or agencies
15. Responsible for making arrangements, reservations and invitations for company awards dinner, retirement celebrations and other special events.
16. Uses various office machines including the copy machine, typewriter, personal computer, postage machine, calculator, printer, laminating machine, telephone system and FAX machine.
17. Assists CEO/General Manager by calculating and publishing Company metrics.
18. Provide assistance to County Commissioners as needed for company business.
19. Complies with all safety rules and regulations; attends and participates in company safety and training meetings.
20. Attend in-house and outside schooling, trainings or meetings, requiring travel by car, bus, plane or other means for extended periods of time, when necessary to enhance knowledge.
21. *Accounts Payable and Payroll Back-up*
22. Other duties as assigned by CEO/General Manager

SPECIAL REQUIREMENTS: Must possess a current Nevada driver's license. May be required to work evenings, weekends and other non-standard hours and schedules. Must be able to obtain Security Clearance. May be required to attend out-of-town training and/or meetings requiring travel by car, bus, plane or other means of transportation.

EXPERIENCE and/or TRAINING: Any combination of training, education and experience that would provide the required skills, knowledge and abilities needed to perform the assigned duties of the position. A typical way to acquire the required skills, knowledge and abilities is:

- Completion of the requirements for an Associate Degree in business, management, finance, psychology or closely related field **or**
- At least five years of progressively responsible experience working in an office setting performing administrative support duties.
- At least three years' experience serving as the primary administrative support for a department/company manager or executive officer.
- At least three years of experience using standard office software such as Office, Word, Excel, Publisher, Power Point, etc.
- Microsoft SharePoint experience preferred.
- Experience working with a governing board preferred.
- Must be able to obtain Notary Public certification within six months of hire.

APPLICATION PROCEDURE:

Application materials are available at *CC Communications*, 50 W. Williams Ave, Fallon, Nevada or online at www.cccomm.net. **You must submit a completed CC Communications employment application and a résumé to CC Communications Human Resources, P.O. Box 1390, Fallon, NV, 89407 or drop off at 50 W. Williams Ave., Fallon, Nevada by the deadline for consideration.**

Résumés will not be accepted in lieu of completing and submitting the proper application materials by the closing date. Failure to submit the proper application materials will remove the candidate from consideration.

Position will remain open until filled. Your application materials must clearly show your qualifications for the position to receive further consideration. Applicants may be required to take a test, submit supplemental material and/or take part in an interview. Successful candidate may be subject to a drug/alcohol screen and a criminal background check.

BENEFITS:

- **Retirement – Public Employee Retirement (PERS)** – A defined benefit plan. Benefit payment is based on the average of the 36 highest consecutive months of service. Company pays 100% of contribution, and employee has no Social Security deduction. Five years to vest.
- Company pays 100% of employee premiums for medical, dental, long-term disability, vision and life insurance. (Dependent coverage available at cost to employee.)
- Deferred Compensation plan allows employee to invest money in Pre-Tax dollars to save for retirement.
- Vacation Leave - starting at 12 days per year.
- Holidays – 12 days per year.
- Sick Leave - 15 days per year.
- Sick Leave Conversion Program—unused sick leave may be converted into retirement service credit.
- Tuition Reimbursement and Computer Purchase Program.
- Supplemental Life Insurance, Wellness and Safety Program, Employee Assistance Program and Credit Union membership are available.

This announcement is generally descriptive of the duties and qualifications for the job.

It is not to be construed as an expressed or implied contract.

CC Communications recognizes the fundamental right of applicants and employees to be assessed on merit alone. Therefore, it is the policy of CC Communications to provide equal employment opportunity for all applicants and employees. CC Communications does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, sex, sexual orientation, national origin, ancestry, medical condition, disability or veteran status.