



Improving Project Confidence

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Sr. Executive Assistant

Responsibilities

- Provide support to President
- Assist President with daily schedule
- Make travel arrangements for President
- Apply for and maintain President's PE licenses
- Maintain President's PE requirements log
- Anticipate the needs of the President and act accordingly
- Handle confidential information in a professional and discreet manner
- Back up to Office Manager and Conference Coordinator
- Sign checks when needed
- Review and approve expense reports under \$300
- Create, and maintain, company policies, processes, and work instructions related to position
- All other duties as assigned to allow president to focus on his duties

Requirements

- Degree in related field or equivalent experience
- 5 or more years experience in an office environment
- Strong computer skills
- Ability to communicate well with people
- Solid organizational skills
- Attention to detail
- Non-Smoker

Recommended

- Experience with MS Excel, MS Word, MS Outlook
- Excellent writing skills
- Ability to multitask

RAI does not employ individuals who smoke. The RAI no-smoking policy is to protect the health of all RAI employees, to maintain the best health insurance benefits, and to minimize loss of productivity due to smoking-related illness. RAI maintains a smoke-free workplace. A non-smoker is an individual who has not smoked for at least six months prior to accepting employment at RAI.

Electric power system protection and integration services, systems, and tools