



Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor
Mary Beth Tung, Director

ADMINISTRATIVE ASSISTANT

Join the Maryland Energy Administration (MEA) as we transform energy for the State of Maryland. Through the Strategic Energy Investment Fund and the Maryland Renewable Energy Portfolio Standard (RPS), you will have an opportunity to work on the cutting edge of shaping and implementing Maryland’s clean energy policies. We are looking for the best and the brightest people to join the team that has made Maryland one of the nation’s leaders in clean reliable energy.

Responsibilities: The administrative assistant supports the agency in the day-to-day management and coordination of office operations. Responsibilities include but are not limited to:

- coverage for agency reception, greet and direct persons visiting the agency, prepare conference rooms for meetings;
- administrative and clerical support to multiple persons;
- answer telephone, screening and directing calls;
- prepare formal correspondence and recurring reports;
- create and/or modify documents using Microsoft Office;
- provide data entry support;
- archive documents (must be able to lift and move a box weighing 25lbs.)
- receive and sort mail and deliveries;
- schedule appointments; organize staff meetings, board meetings, etc.

This position will also include other duties as assigned and will report to the Director of Finance and Administration.

- **Qualifications:** Candidates must have a Bachelor’s Degree or at least 4 years of work experience in a general administrative field. Position requires the ability to multi-task and efficiently manage conflicting priorities. Applicants must have experience in administrative and clerical procedures and processes, and experience with MS Office applications (Excel, Word, PowerPoint). Knowledge of database applications (such as Access or Salesforce) is preferred. Experience with QuickBooks is required.

To Apply: Please send a cover letter, resume, and salary requirements by email, with “Administrative Assistant” in the subject line to Jobs.MEA@maryland.gov. Candidates will receive notification of receipt. Only the top candidates will be invited to interview for the position.

Salary: This is a state contractual employee position and does not accrue full benefits. Salary is commensurate with experience.