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

ADMINISTRATIVE ASSISTANT for SUPPORT SERVICES

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: In addition to regular day-to-day administrative support, the Support Administrative Assistant provides support in the areas of procurement, IT, and inventory management. Responsibilities include but are not limited to:
- administrative and clerical support for agency procurements and contracting efforts
- support staff in the usage of Microsoft and Google products including creation and/or modification of documents, files and templates;
- maintain and monitor the agency's IT trouble log;
- maintain agency office inventory;
- administrative support including:
  - schedule appointments; organize staff meetings, board meetings, etc.
  - answer telephone, screening and directing calls;
  - prepare formal correspondence and recurring reports
  - archive documents (must be able to lift and move a box weighing 25lbs.)

This position will also 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, including set up of conference calls using audio/visual and laptop equipment and applications. Experience with office inventory, procurement and inventory required. Applicant must be tech savy and demonstrate knowledge of, and comfort with, common office tools such as desktop and laptop computers and applications such as MS Office and Google. Knowledge of database applications (such as Access, SalesForce and/or QuickBooks) is preferred.

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.