



Maryland
Energy
Administration

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, the Maryland Renewable Energy Portfolio Standard (RPS) and the Greenhouse Emission Reduction Act, you will have an opportunity to work on the cutting edge of shaping and implementing Maryland's clean energy policies. The mission of the Maryland Energy Administration (MEA) is to promote affordable, reliable and cleaner energy for the benefit of all Marylanders. We are looking for the best and the brightest people to join and lead the team that has made Maryland one of the nation's leaders in clean reliable energy. MEA is seeking an experienced self-starter administrative assistant professional to join our admin team in providing support to the agency in all the administrative functions. The position reports to the Director of Finance and Administration.

Responsibilities: Responsibilities include but are not limited to:

- front desk receptionist greeting and directing persons visiting the agency;
- administrative and clerical support to multiple persons;
- answer telephone, screening and directing calls;
- prepare formal correspondence and recurring reports using Microsoft Office;
- provide data entry support;
- archive documents (must be able to lift and move a box weighing 20lbs.);
- track physical inventory;
- receive and sort mail and deliveries;
- schedule appointments; organize staff meetings, board meetings, etc.;

This position will also provide other support as necessary as well as special project support for the agency director involving high level correspondence with agency constituents.

Qualifications: Candidates must have 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.

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: \$18.00 - \$23.00 per hour. This is a full time (40 hour work week) state contractual employee position and accrues partial benefits.