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Website: www.hopitelecom.net

Position Title:	Executive Secretary	Department:	Executive
Reports To:	General Manager	FLSA Status:	Exempt
Full Time Position with Benefits: Health, Dental and Vision along with 401k plan, Paid Time Off			

General Summary:

Incumbent performs secretarial and administrative duties for the General Manager or Senior Executive. Performs duties of highly confidential nature that require broad and comprehensive knowledge of the company's policies and operations. Responsibilities require discretion, judgment, tact and poise. Incumbent may have considerable latitude and flexibility in carrying out assigned tasks.

Essential Job Functions:

- Opens executive(s) mail, determines who should respond to requests, and forwards information as appropriate. Drafts and sends routine correspondence for executive(s).
- Assists with special projects by compiling information, composing historical graphs and charts, and summarizing data for presentation.
- Assists with planning and preparation for Board, operational, and industry meetings. Prepares presentation materials and coordinates meeting times, locations and other details. Must take Board minutes during meetings.
- Answers incoming calls and forwards to executive(s), other appropriate individuals, or handles questions and requests as appropriate. Maintains appointment calendar for executive(s). Arranges travel plans and reservations.
- May assist other departments with clerical functions as needed.
- May assist with human resource functions such as benefit enrollment and maintenance of personnel files in smaller organizations.

- Maintains employee records including salary and benefits data, performance and disciplinary action records, and other information in accordance with regulations.
- Performs all other related duties as assigned by General Manager.*

*These tasks do not meet the Americans With Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.

Knowledge, Skills, and Abilities:

- Knowledge of office and secretarial practices and procedures.
- Knowledge of company policies and procedures.
- Knowledge of the telecommunications industry.
- Knowledge of company products and services.
- Knowledge of written communication practices, procedures, and formats.
- Skill in operating office equipment, such as, personal computer, various software programs, and telephone systems.
- Skill in planning and organizing.
- Skill in oral and written communication.
- Ability to communicate with customers, employees, and various business contacts in a professional and courteous manner.
- Ability to organize and prioritize multiple work assignments.
- Ability to work independently.
- Ability to pay close attention to detail.
- Ability to make sound decisions using information at hand.
- Ability to effectively function as a team player.

Education and Experience:

Associate's degree or equivalent experience plus three to five years of secretarial experience.

Physical Requirements:

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports.				X
Hearing: Must be able to hear well enough to communicate with employees and industry contacts.				X
Standing/Walking:	X			
Climbing/Stooping/Kneeling:	X			
Lifting/Pulling/Pushing:	X			
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

Working Conditions:

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Good working conditions with the absence of disagreeable conditions.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Location of Work Assignment: The position is located in Flagstaff, AZ.

Salary: Depends on Education and Experience.

Transportation: The applicant must have transportation to and from work.

Job Application: Job Applications can be acquired from the HTI office in Keams Canyon, AZ or may be downloaded from the HTI website at www.hopitelecom.net.