

Project Administrator

Starting pay \$18.00 hour
Medical, Dental and 401K benefits.

Advisicon Inc. is looking for a Project Administrator to fill a position with an energy transmission group. The Project administrator will assist the Program Manager in executing all details in relation to initiatives for the Northern Tier Transmission Group (NTTG), a sub-regional transmission group.

Required skills:

- Attention to detail
- Ability to manage multiple, and often completing, deadlines
- Ability to manage diverse stakeholders, especially in potentially high-pressure situations
- Superior internal and external customer service skills
- Proactive approach with foresight into necessary actions
- Excellent facilitation and communication skills
- Self-starter requiring minimal supervision
- Ability to troubleshoot issues and drive to resolution
- Intermediate knowledge of Microsoft Office Suite – Excel, Word, PowerPoint, Outlook
- Travel required 5-10% of the time
- Must be able to accurately type 55 words per minute
- Scribe and compile meeting minutes

Desired Skills:

- Knowledge of the electric utility industry
- Familiarization with local, state and federal regulatory utility bodies (FERC, NERC, WECC, TEPPC, etc.)
- Basic familiarity with Joomla web platform
- Basic knowledge of Microsoft Project 2010

Duties include:

- Participate in committee and work group meetings, as assigned, to ensure meeting agendas are developed, committee assignments are completed and tracked and meeting notes are compiled.
 - Arrange for conference call phone bridges and web sessions to support committee and working group processes
 - Send out meeting invites and reminders to committees
 - Draft meeting agenda items and distribute after committee chair approval
 - Attend calls and prepare notes, tracking attendance, decisions and assignments.
 - Track and ensure completion of assignments and deliverables
 - Develop and maintain committee project progress reports, as needed.
 - Track meeting notes approvals by committee chairs and committee members where appropriate
 - Post appropriate meeting notices and material to the NTTG website
- Provide Stakeholder Meeting Support
 - Assist in arranging meeting spaces for in-person meetings, gathering venue quotes and facilitating contract development
 - Scribe and compile meeting minutes for public meetings, and archive for use if needed in a FERC audit.
 - Coordinate printing for meeting materials, as needed
 - Develop presentation materials, as needed
- Maintain committee rosters and NTTG distribution lists
- Maintain and distribute a regional event calendar on a weekly basis
- NTTG website maintenance as needed (annual validation of document links, posting and archiving materials, etc.)
- Maintain NTTG Project Coordinator role and responsibilities documentation
- Special projects, as needed

Telltale signs this job may be for you:

- You're a self-starter with a knack for stepping in at just the right time to relieve management of administrative detail on projects.

- A deep sense of accountability and exceptional follow through are hard wired with you and you maintain a sense of humor, even in stressful situations.