



## Internal/External Job Posting

**Job Number: 005695**

**Closing Date: December 13, 2020**

Resumes received in our office after the closing date will not be considered.

<b>Position Title:</b>	<b>Executive Assistant - CEO</b>
<b>Salary Band:</b>	K
<b>Range:</b>	DOE (Salary will be determined based on experience, qualifications and attributes.)
<b>Work Location &amp; Schedule:</b>	Anchorage This is a regular non-exempt Anchorage based position. This position may require work after normal business hours.
<b>Number of Positions:</b>	One (1)
<b>Recruiting Contact:</b>	Tracey L. Mueller, Employee Relations & Recruiting Manager Alyeska Pipeline Service Company E-Mail: alyeska_jobs@alyeska-pipeline.com Apply on-line at <a href="http://www.alyeska-pipe.com">www.alyeska-pipe.com</a>
<b>Minimum Qualifications:</b>	<p><b>Applicants must meet or exceed these minimum job requirements to apply for this position.</b></p> <ul style="list-style-type: none"> <li>▪ Associate degree</li> <li>▪ Four (4) or more years of related experience*</li> <li>▪ Broad and comprehensive experience, skills, and knowledge of administrative, stakeholder, and management processes and procedures</li> <li>▪ Excellent written and verbal communication skills</li> <li>▪ Strong analytical, time management, and planning skills</li> <li>▪ High-energy, proactive, detail driven, and highly professional with strong interpersonal skills, the ability to prioritize, multi-task, and utilize sound business judgment in a fast-paced environment</li> <li>▪ High degree of proficient and up-to-date computer and general office equipment skills</li> <li>▪ Experience with business processes in the Microsoft suite particularly Word, Excel, PowerPoint, etc.</li> </ul> <p><b>* Equivalent experience may substitute for the associate's degree on a year-for-year basis.</b></p>
<b>Preferences:</b>	<ul style="list-style-type: none"> <li>▪ Bachelor's degree</li> <li>▪ Prior "liaison" experience between internal and external stakeholders to include regulatory, public, and elected officials</li> <li>▪ Creating, transcribing, editing, proofreading, and formatting presentations, organizational charts, memos and official correspondence</li> <li>▪ Perform Internet research</li> <li>▪ Strong organizational skills and the ability to book and managing principal schedule including coordination of internal and external meetings, calls, itineraries, and all travel arrangements</li> <li>▪ Self-directed and self-motivated and able to complete challenging work assignments with little supervision</li> <li>▪ Ability to organize, track, and file internal and external records, files, reports, meeting notices, time and expense data, and schedules</li> <li>▪ Excellent interpersonal skills and ability to communicate effectively and positively with internal and external clients</li> <li>▪ Extensive knowledge of office and internet tools, such as Windows, Word, Outlook, PowerPoint, Excel, and ability to quickly learn other applications</li> <li>▪ Maintain excellent relationships with internal and external stakeholders</li> </ul>



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<p><b>Accountabilities and Specific Requirements:</b></p>	<p>Under the general direction of a President and/or Chief of Staff. This position is responsible for performing complex administrative duties as follows:</p> <ul style="list-style-type: none"> <li>▪ Willing to take on responsibility and make sound decisions when principal is not immediately available</li> <li>▪ Self-motivation and the ability to drive key projects forward successfully with limited guidance; advanced level problem solving</li> <li>▪ Good business sense, diplomacy, and tactfulness must be instinctive to maintain good relations in this professional corporate oriented environment</li> <li>▪ Professional, friendly, helpful, and efficient communication manner</li> <li>▪ Excellent interpersonal, oral, and written communication skills across diverse working groups</li> <li>▪ An ability to comprehensively and clearly present issues and solutions</li> <li>▪ A results-oriented appetite for business impact, drive, and influence</li> <li>▪ The ability to anticipate needs</li> <li>▪ Maintain confidentiality of sensitive documents and information</li> <li>▪ Leadership and organizational management skills, including limited project management capabilities</li> <li>▪ Plan, coordinate, and schedule meetings and events on a daily, weekly, monthly and yearly basis</li> <li>▪ Creates, composes, and edits correspondence and other written materials as requested with accurate grammatical and formatting parameters</li> <li>▪ Manage and oversee the Executive office general administrative functions; serve as an example to the other administrative assistants in the company.</li> <li>▪ Generates financial and accounting reports, account reconciliations, and expense reports for identified staff</li> <li>▪ Maintains office supplies and equipment</li> <li>▪ Perform complex administrative, clerical and/or technical duties</li> </ul>
<p><b>Knowledge, Skills and Abilities:</b></p>	<ul style="list-style-type: none"> <li>▪ Self-Motivation</li> <li>▪ Good Business Sense</li> <li>▪ Results-Oriented</li> <li>▪ Professional</li> <li>▪ Diplomatic</li> <li>▪ Tactful</li> <li>▪ Internal &amp; External Relations</li> <li>▪ Interpersonal communication</li> <li>▪ Project management</li> <li>▪ Advanced scheduling coordination</li> <li>▪ Logistics</li> <li>▪ Records Management</li> <li>▪ Database Administration</li> <li>▪ Analysis &amp; Problem Solving</li> <li>▪ Information Management</li> <li>▪ Job Specific Computer Expertise</li> <li>▪ Coordinator</li> <li>▪ Planner</li> </ul>
<p><b>Contributor Level</b></p>	<p>Individual Contributor</p>
<p><b>TAPS Safety Culture</b></p>	<p><b><u>Act with Discipline</u></b> Be prepared to work and arrive to work rested. Complete all pre-job planning steps. Complete all training and qualifications. Follow all required processes and procedures and use the right tools for the job. Complete all post-work activities.</p> <p><b><u>Take a System View</u></b> Assess how a task can impact others, seek input, and make all necessary notifications.</p> <p><b><u>Make Sound Decisions</u></b> Involve the right people at the right time. Identify if conditions change and act accordingly.</p> <p><b><u>Learn, Improve, Innovate</u></b> No task on TAPS is routine; be alert to emerging risks. Communicate hazards and share lessons learned from past experiences.</p>



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	<p><b><u>Speak Up, Step Up</u></b></p> <p>Alyeska fully supports the authority of every TAPS worker to speak up, take action, and stop work, regardless of role or responsibility. Participate in developing and implementing solutions.</p>
<p><b>Pre-Employment Drug Screen Testing</b></p>	<ul style="list-style-type: none"> <li>▪ Alyeska Pipeline Service Company (APSC) requires pre-employment drug testing utilizing hair test collections for all positions. The preferred collection site is from the head (approximately 1/2 inch of hair length necessary). Head hair testing provides an approximate 90 day window of detection that checks for drug use. In addition, for Department of Transportation covered positions, APSC will also utilize urinalysis testing. Any drug test makes you ineligible for APSC employment.</li> <li>▪ It is important to note that APSC does not seek or accept any genetic information as part of the hair testing procedure or any other process that could directly or inadvertently provide genetic information (family medical history).</li> </ul>
<p><b>Employment Verification using E-Verify</b></p>	<ul style="list-style-type: none"> <li>▪ Federal Law requires all employers to verify identity and employment eligibility of all persons hired to work in the United States. Alyeska Pipeline Service Company participates in E-Verify.</li> <li>▪ E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S Department of Homeland Security and Social Security Administration records to confirm employment eligibility. <a href="http://www.dhs.gov/e-verify">http://www.dhs.gov/e-verify</a></li> </ul>

**ALYESKA PIPELINE SERVICE COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER THAT VALUES WORKPLACE DIVERSITY.**

**Alyeska Pipeline is a drug-free and alcohol-free workplace.**

Apply on-line at [www.alyeska-pipe.com](http://www.alyeska-pipe.com)