

Job Title: Executive Assistant

Department: Administration

Reports To: Sr. Human Resources Director

Location: Hibbing, MN

FLSA Status: Exempt

Job Type: Full-Time

Drug & Alcohol Policy Classification: Non-mandate

Salary Range: \$47,000-\$63,000 per year, depending on experience and qualifications.

Position Summary:

The Executive Assistant provides high-level administrative support to senior executives within the utility organization. This role involves managing schedules, preparing reports, handling confidential information, coordinating internal and external communications, and ensuring smooth operations of the General Manager. The ideal candidate will have experience in the utility industry and possess exceptional organizational and communication skills.

Key Responsibilities:

- Manage calendars, meetings, and appointments for the General Manager
- Arrange and coordinate travel, accommodations, and itineraries
- Assist with preparation of internal and external communications, presentations, and reports
- Draft, proofread, and format correspondence and documentation
- Organize and support commission meetings, including preparing agendas, meeting packets, notices, and public postings in compliance with open-meeting laws
- Record, transcribe, and maintain minutes of commission meetings and hearings.
- Organize logistics for public hearings, workshops, and regulatory sessions
- Serve as point of contact for the public, utilities, state agencies, and stakeholders.
- Serve as a liaison between executive leadership and internal/external stakeholders
- Handle confidential and sensitive information with discretion and professionalism
- Track project deadlines, deliverables, and ensure timely follow-up on action items
- Assist in preparing regulatory filings, compliance documents, and utility reports
- Coordinate with departments such as legal, finance, operations, and customer service
- Maintain confidential records and commission documents
- Support event planning and community outreach as needed
- Respond to inquiries via phone, email, and in-person visits.
- Assist with preparing public notices, press releases, and regulatory filings.

Qualifications:

- Proven experience as an executive assistant, administrative assistant, or similar role
- High proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent verbal and written communication skills
- Strong time management and multitasking abilities
- Professionalism, discretion, and confidentiality in handling sensitive information

Preferred Qualifications:

- Bachelor's degree in Business Administration, Communications, or related field
- Familiarity with regulatory agencies such as PUCs or local governing bodies

Work Environment:

- Standard office environment with occasional travel or extended hours during commission meetings or other critical utility events
- May involve interaction with customers, regulators, community leaders, and vendors
- Physical Requirements:
 - Sitting 80%, Standing 10%, Walking 10%, Lifting up to 25 lbs

Benefits:

- Competitive salary
- Retirement through Public Employee Retirement Association (PERA)
- 457(b) with Employer match
- Comprehensive medical, dental, and vision insurance
- Life insurance
- Employee assistance program (EAP)
- Generous paid time off (vacation and sick leave)
- Paid holidays

To Apply:

Send resume and cover letter to applicants@hpuc.com