

**Administrative Assistant
JOB DESCRIPTION**

Position Title: Administrative Assistant Location: Houston, TX or possibly remote	Date Revised: Aug 13, 2023
FLSA Status: Non-Exempt	Reports To: CEO US Operations or Head of Development

SCHEDULE:

Part-time; approximately 20 hours per week, flexed between the hours of 8am – 5pm, Tuesday through Thursday.

WPD Group and WPD Culture

The wpd Group develops and operates onshore wind farms and solar farms. With its 3,500 employees, the company is engaged in 28 countries worldwide. Since late 2016, the company also operates in the US market. wpd is focused on solar PV development, wind energy project development, BESS hybrid project development, design, site analysis & land acquisition, permitting, financing and power marketing in the US.

Wpd’s Mission in the US is to further expand as a lean, effective, high-quality developer of wind, solar and BESS hybrid projects. This is to be achieved as a nimble team able to flex across all aspects of cutting-edge highly profitable projects.

The team shall be mainly comprised of rather generalists, who are well-versed on the business with a 360° understanding of successful projects and not a group of compartmentalized specialists.

Our Organizational Culture includes a high-performing team that has a foundation of trust and collaboration, ability to have healthy/productive conflict, holds each other and one another accountable, and drives results.

ABILITIES:

- Listening to Others - Listening to feedback and input carefully; demonstrating attention to others; acknowledging and listening to differing perspectives in the team.
- Teaming with Others - Initiating, developing, and managing relationships and networks; encouraging collaboration and input from all team members; valuing the contributions of all team members.
- Written Communication - Conveying information clearly and concisely through both formal and informal documents; adapting writing style to fit the audience.

- Promoting collegiality that always demonstrates respect and professionalism to our internal and external stakeholders.
- Working independently and using appropriate discretion in making recommendations.
- Analyzing sets of data, solving routine problems, and confidently making recommendations.
- Balancing competing priorities and responding to requests in a timely manner.
- Analyzing data, solving problems, and confidently making recommendations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand, bend and sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee will need to be comfortable working with a computer for extended periods.

DESCRIPTION OF TASKS:

The Administrative Assistant position is to perform complex administrative duties for the CEO wpd N. America, primarily. The individual will also support other leaders in wpd N. America, as needed.

- Meetings: Prepares Agendas and coordinates presentation materials; accurately transcribes and disseminates all meeting notes in a timely fashion; independently analyzes discussion topics and follows up on action items; proactively seeks opportunities to initiate communications and ensure team objectives are met.
- Composes written documents independently and/or proofreads, edits and formats documents to achieve an error-free output.
- Creates, formats, and analyzes presentations, graphs, and data using MS Office software or and other tools as necessary.
- Manages CEO’s calendar and the overall team calendar and appropriately communicates any date and time conflicts, emails confirmation of completed requests, consistently communicates meeting reminders, and ensures all routine team meetings are accurately scheduled or rescheduled.
- Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
- Prepares expense reports such as parking, travel, food, education, and misc expenses for reimbursement.
- Carries out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Other duties as assigned.

REQUIRED EDUCATION, EXPERIENCE AND SKILLS:

Education Required: High school diploma or equivalent education required.

Experience Required: Three years of administrative/secretarial experience.

Skills Required:

- Reporting skills
- Administrative writing skills
- Verbal communication skills
- Organization skills
- Microsoft Office skills, with knowledge of appropriate software, including: Microsoft Word, Excel, PowerPoint, and Adobe Acrobat

EQUIPMENT, MACHINES, TOOLS USED:

Microsoft Office applications, (Word, Excel, Power Point, etc.) and operation of office equipment (computers, tablets, cell phone, copier, etc.)

DESCRIPTION OF WORK ENVIRONMENT:

Duties can be performed in a climate-controlled office environment

ADDITIONAL INFORMATION:

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description. Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Equal Employment Opportunity Statement

wpd is an Equal Opportunity and Affirmative Action Employer encouraging diversity in the workplace. All qualified applicants will receive consideration for employment without regard to their race, color, creed, religion, national origin, citizenship status, ancestry, sex, age, physical or mental disability, marital status, family responsibilities, pregnancy, genetic information, sexual orientation, gender expression, gender identity, transgender, sex stereotyping, protected veteran or military status, and other categories protected by federal, state or local law.

EEO is the Law

Applicants and employees are protected under Federal law from discrimination.

Employee’s Signature

Date

Employee’s Printed Name

Physical and Communication Demands Addendum

Physical Demands

Physical Demands	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
Pushing:		X 25# of Force		
Pulling:		X 25# of Force		
Lifting: Ground to waist Height Waist to chest Height Overhead Height Carrying (10 to 15 feet)		X Up to 25# X Up to 25# X Up to 25# X Up to 25#		
Sitting:				X
Standing:			X	
Walking:			X	
Running:	X			
Stair Climbing:			X	
Bending:		X		
Crawling:		X		
Squatting:		X		
Kneeling:		X		
Stooping:		X		
Crouching:		X		
Climbing:		X		
Forward Reaching:			X	
Twisting:		X		
Side Bending:		X		
Overhead Reach:		X		
Grasping:		X		
Handling:		X		
Fingering:		X		
Vision:				X
Hearing:				X
Eye-Hand-Foot Coordination:		X		
Sight with Color Perception				X

Communication Demands

Communication Demands:	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
The position requires talking to co-workers:				X
The position requires talking to stakeholder:			X	
The position requires written communication to stakeholders:			X	
The position requires talking to service providers:			X	
The position requires written communication to service providers:			X	
The position requires talking on the telephone:				X
The position requires supervising others:	X			
The position requires responding to written or verbal requests of co-workers:			X	
The position requires responding to written or verbal requests of stakeholders:			X	
The position requires training/giving verbal instructions:			X	
The position requires receiving verbal instructions:				X
The position requires receiving written instructions:				X
The position requires writing or composing the English language:				X
The position requires reading:				X
The position requires visiting/working at different worksites:	X			