



Navajo Nation Oil and Gas Company

P.O. Box 4439 Window Rock, AZ 86515 • Phone: (928) 871-4880 • Fax: (928) 871-4897

Executive Assistant

Position Description

Division:	NNOGC Corporate	Reports to (title):	CEO, BOD, Sr. Management
Department:	Executive	Job Location:	All Locations
Job Code:	EXECASST	Supervises:	Periodically may lead and direct the work of others
Pay Grade:	E 3	Classification:	Exempt
Hours/week:	40 hours	Effective Date:	3/15/2021
Type of Position:	Full-time	Revised Date:	2/20/2008; 6/7/2010, 9/16/2013

MINIMUM MANDATORY QUALIFICATIONS

In Performance of their respective tasks and duties all employees of Navajo Nation Oil and Gas Company (NNOGC) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent
- Adhere to all professional and ethical behavior standards of the oil and gas industry
- Interact in an honest, trustworthy and dependable manner with clients, employees and vendors
- Possess cultural awareness and sensitivity
- Maintain a current insurable driver's license and clean driving record
- Successfully pass a pre-employment drug/alcohol screen and background investigation

POSITION PURPOSE

Conserves CEO's time and promotes the corporate image by representing the CEO internally and externally; providing liaison between CEO, senior level management, and employees. May handle a wide variety of situations and conflicts involving the clerical and administrative function of the office and is responsible for confidential and time sensitive material. This position prepares routine and advanced correspondence including letters, memoranda, and reports. A wide degree of creativity and latitude is expected.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Provides administrative and operational support to the CEO and Board of Directors.
- Works independently and within a team on special nonrecurring and ongoing projects. Upon request, will handle special projects which may include: planning and coordinating multiple presentations, disseminating information, coordinating direct mailings, creating brochures, etc.
- Conserves executive's time by reading, researching, and routing correspondence; drafting letter and documents; collecting and analyzing information; initiating telecommunications.
- Proactively manages executive's daily itinerary, planning, prioritizing, and scheduling meetings, conferences, teleconferences, and travel.
- Represents the executive by attending meetings in the executive's absence, at permissible times, speaking on behalf of the executive as needed.
- Prepare reports by collecting and analyzing information.
- Establishes, develops, maintains and updates filing system for the department. Retrieves information from files as needed. Establishes, develops, maintains and updates library of trade journals and magazines.

- Organizes and prioritizes large volumes of information and calls for the department as needed.
- Handles confidential and non-routine information, and as necessary explains and interprets policies and procedures.
- Develops general correspondences, memos, charts, tables, graphs, presentations, etc. Proofreads documents for spelling, grammar, facts and layout, making appropriate changes. Responsible for accuracy and clarity of final documents.
- Supports department in handling and copying check requests, travel reimbursements, expense reporting and sending to Accounts Payable after approval is given.
- Represents the CEO by welcoming visitors, arranging company dinners and other corporate functions.
- Handles all administrative functions to support corporate and executive
- Perform other duties as assigned as it is relevant to the position.

MINIMUM MANDATORY QUALIFICATIONS

Experience:

- Minimum of 8 to 10 years of direct executive work experience at a corporate level.

Education:

- Bachelors Degree in Business Administration or related field is required.

Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- Knowledge of modern office equipment operation
- Must be proficient in a variety of computer software applications in word processing, spreadsheets, database and presentation software.
- Skilled at continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- Analytical ability is required to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
- High level of interpersonal skills to communicate with internal and external clients and customers
- Must be discipline with handling sensitive and confidential matters.

Ability to demonstrate poise, tact and diplomacy when difficult situations arise.

- Ability to multitask in any situation

POSITION PREFERENCES

Licenses and
Certifications:

WORK ENVIRONMENT

Work Environment: Work is generally performed in an office setting with a moderate noise level. Variable hours based on operational needs. Tight time constraints and multiple demands are common. Travel and after hours work may be required

Physical demands: While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; and talk or hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

NAVAJO/INDIAN PREFERENCE

Navajo Nation Oil and Gas Company is located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position and members of other federally-recognized Indian tribes will be given secondary preference. Other candidates will be considered only after all candidates entitled or secondary preference have been fully considered.

OTHER

All employees must uphold all principles of confidentiality and proprietary information to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

ACKNOWLEDGMENT

I have reviewed the content of the **Executive Assistant** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of the position as outlined in this description, with or without reasonable accommodation.

Description any accommodation required to perform these functions:

Employee (printed name)

Employee (signature)

Date