

ADMINISTRATIVE AIDE

Three years of experience performing thorough administrative, secretarial, and clerical functions.

Combination of formal education, training, and experience to gain knowledge, skills, and abilities generally equivalent to those possessed by a high school graduate. Experience in: reviewing and processing incoming/outgoing mail; maintaining files; responding to and/or routing external/internal customer calls/inquiries; receiving visitors; maintaining and updating calendars; coordinating and scheduling meetings, conferences, and calls; preparing, editing, and finalizing documents, reports, memos, and correspondence; preparing databases and spreadsheets using Microsoft Excel; handling confidential information; planning and organizing multiple assignments, tasks, and projects, and adjusting to changing priorities; with Microsoft Word and Excel. Able to integrate work across relevant areas, develop the business and services to enhance customer satisfaction and productivity, manage safety appropriately, execute business plans, manage information, and provide exceptional service to internal and external customers. Effective resource planning, decision making, results delivery, team building, and willingness to stay current with relevant technology and innovation. Strong ethics, influence and negotiation, leadership, interpersonal skills, communication, and the ability to effectively manage stress and engage in continuous learning. Test: EEI Clerical Requirements, Type 35 WPM, Word - Basic and Excel – Basic. Job Seekers who are invited to continue in the selection process will be invited to test on June 17, 2010 and June 22, 2010. Perform general administrative and clerical functions, including secretarial duties for the District Manager and Planners within the Local Planning group of the Transmission and Distribution Business Unit (TDBU).

Submit resume in confidence online to Southern California Edison.

www.edisonjobs.com