

JOB DESCRIPTION

Victory Energy Operations, LLC.

POSITION: Executive Administrative Assistant	ISSUE DATE: May 1, 2008
REPORTS TO: President/Vice President	JDA:
JOB CODE(S):	GRADE: FLSA:

OVERALL JOB PURPOSE:

Relieves the executive of administrative type functions in order to increase the time executive has available for executive level responsibilities.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Composes correspondence at the direction of the executive.
2. Analyzes unit operating practices, such as record keeping systems, forms controls to establish procedures.
3. Handles a wide variety of complex situations and conflicts in the course of the daily work.
4. Assist executive in coordinating office services, such as personnel, budget preparation and control.
5. Assist executive in records control and special management studies

OTHER JOB DUTIES:

Other assigned duties necessary to facilitate organizational goals and objectives as directed by the Executive.

ESSENTIAL JOB QUALIFICATIONS:

- A combination of over two year of directly related training and/or experience is typically required for carrying out the responsibilities for this job.