

Administrative Assistant- BPW

Make an Impact in the Community

Are you an organized professional who enjoys keeping things running smoothly behind the scenes?

Do you thrive in a fast-paced environment where no two days are the same?

The City of Zeeland's Board of Public Works is looking for a collaborative, detail-oriented Administrative Assistant to support our leadership team and help deliver essential utility services to the Zeeland community.

This is much more than a traditional administrative role. You'll be a key member of our team, supporting executive leadership, coordinating Board activities, managing communications, assisting with community engagement initiatives, and helping ensure our electric and water utilities operate efficiently.

What You'll Do

- Provide executive and administrative support to the General Manager and department leadership.
- Coordinate Board of Public Works meetings, including agendas, board packets, meeting logistics, and official records.
- Manage calendars, schedule meetings and training, and coordinate follow-up on important projects.
- Prepare, edit, and organize professional reports, presentations, policies, contracts, and correspondence.
- Serve as a central point of contact for internal and external communications.
- Maintain electronic and paper records while supporting records retention and public information requests.
- Coordinate purchasing and inventory for office supplies and administrative resources.
- Support employee recognition programs, training initiatives, and internal communications.
- Partner with marketing and media consultants to coordinate customer communications, outreach campaigns, and promotional materials.
- Help organize community events including Public Power Week, Drinking Water Week, customer appreciation events, educational programs, and community partnerships.
- Provide backup support for Customer Service Representatives during peak workloads or staff absences.

- Assist with administrative support during emergency operations, storm restoration, and business continuity efforts.
- Perform other administrative duties that support the success of the organization.

What We're Looking For

- Highly organized with exceptional attention to detail.
- Able to manage multiple priorities while meeting deadlines.
- Professional, dependable, and committed to maintaining confidentiality.
- An effective communicator who enjoys working with a variety of people.
- Comfortable working independently while collaborating across multiple departments.
- Adaptable and able to shift priorities in a dynamic work environment.
- Proficient with Microsoft Office and eager to learn new software systems.

Qualifications

Required

- Associate's degree in Business Administration, Office Management, Public Administration, Communications, Accounting, or a related field (or an equivalent combination of education and experience).
- Three to five years of progressively responsible administrative support or office management experience.

Preferred

- Experience working in municipal government, public utilities, public works, or customer service.
- Experience supporting boards or committees.
- Familiarity with records management and document retention practices.

Why Join the City of Zeeland?

At the City of Zeeland, you'll be part of a team dedicated to providing reliable utility services and exceptional customer service to the community. You'll have the opportunity to make a meaningful impact while working alongside professionals who value collaboration, innovation, and public service.

If you're looking for a rewarding career where your organizational skills and administrative expertise truly make a difference, we encourage you to apply.