



Executive Assistant

MidStates Energy Co.

Location: Randall, MN

Employment Type: Full-Time

About Us

MidStates Energy Co. (www.msenergy.com) is committed to providing reliable energy solutions while supporting the communities and customers we serve. Our team values professionalism, collaboration, and operational excellence. We are seeking an executive assistant to join our Randall, MN office team.

Position Overview

MidStates Energy Co. is seeking a highly organized and proactive **Executive Assistant** to support two senior leaders within the company. This position plays a critical role in ensuring the efficient day-to-day operations of executive leadership by providing administrative, logistical, and communication support.

The ideal candidate is professional, detail-oriented, and able to manage multiple priorities in a fast-paced environment. This role requires strong interpersonal skills, excellent time management, and the ability to maintain confidentiality while interacting with internal staff, customers, and external partners.

Key Responsibilities

Executive Support

- Manage and coordinate complex calendars for two senior leaders, including scheduling meetings, appointments, and travel.
- Organize and coordinate meeting logistics including agendas, materials, meeting rooms, and virtual conferencing arrangements.
- Screen and return phone calls, respond to inquiries, and route communications appropriately.
- Draft, edit, and distribute correspondence, reports, and internal communications on behalf of leadership.
- Prepare presentations, reports, and other documents using Microsoft Office tools.
- Maintain organized records, files, and executive documentation.

Operational & Administrative Support

- Coordinate internal and external meetings, ensuring all logistics and materials are prepared in advance.
- Track action items and follow up on key tasks or deadlines on behalf of executives.
- Support daily administrative and operational needs of leadership.
- Assist with special projects and internal initiatives as requested.

Financial & Administrative Assistance

- Provide occasional assistance with **accounts receivable and accounts payable tasks**.
- Assist with invoice processing, expense tracking, and financial documentation as needed.
- Coordinate with accounting staff on administrative finance matters when required.

Qualifications

Required

- 3+ years of experience supporting executives or senior leadership in an administrative role.
- Proficiency in **Microsoft Office Suite**, including:
 - Word
 - Excel
 - PowerPoint
 - Outlook
- Excellent organizational and time management skills with strong attention to detail.
- Strong written and verbal communication abilities.
- Professional demeanor and exceptional interpersonal skills.
- Ability to handle confidential information with discretion.
- Ability to manage multiple priorities and meet deadlines.

Preferred

- Experience with **accounts receivable and accounts payable processes**.
- Experience supporting multiple executives or working in a fast-paced office environment.

Key Competencies

- Organizational excellence
- Time management and prioritization
- Professional communication
- Problem-solving and initiative
- Confidentiality and discretion
- Customer service mindset

Pay range: \$20-25 per hour.