

**JOB OPENING**  
**February 27, 2014**

**JOB TITLE:** Executive Assistant

**Location:** NYC

**DEPARTMENT:** Management Information Systems(MIS)

**BASIC FUNCTION:**

Provide a wide-range of administrative functions and support activities for the Management Information Systems (MIS) and Administrative Services Departments.

**WORK PERFORMED:**

- Perform administrative duties for MIS and Administrative Services, including: answer phones; mail distribution; faxing, scanning and copying; and maintaining department filing systems
- Record all MIS invoices for payment in the PeopleSoft system and route through Accounts Payable
- Liaise with Finance to prepare and maintain budget purchase category assignments and running balances
- Prepare Commitment Request, Standard Form Contracts/Amendments and Contract Reporter Exemptions
- Prepare Payment Authorizations and attachment "C" Forms and invoice routing
- Prepare Purchase Requisitions, and justification memos for purchased equipment and services
- Reconcile MIS purchases with the associated budget & line items
- Assist with preparation of the MIS Capital & Operating budgets and manage updates/changes as necessary
- Liaise with 3<sup>rd</sup> party vendors and ESD IT/Finance staff to coordinate purchases, deliveries and payments
- Route purchase orders and invoices to pertinent Corporation staff for signature
- Update Purchase Request database to track process and approvals
- Coordinate with Human Resources to distribute and route Clearance Checklists for staff exits
- Draft letters, memos and other documentation, as requested by department management
- Coordinate travel arrangements and prepare trip memorandum/expense reports for MIS staff
- Assist MIS helpdesk and answer help desk phones as necessary
- Other appropriate projects or administrative duties as assigned by management

**EDUCATION & REQUIREMENTS:**

- Education Level required: Business School
- Relevant experience required: 5+ years' Administrative and/or business related experience
- Knowledge required: Proficiency in Windows XP and Office 2007; Self-starter; Able to work efficiently with minimal supervision; Excellent organizational skills; Excellent written and verbal communication skills; Congenial worker—able to work well with others

**APPROXIMATE HIRING SALARY:** Up to \$50,000, commensurate with experience

**INQUIRE**

Ruth Parris, HRIS Specialist & Sr. HR Coordinator, ESDC

**DEADLINE:** At least 2 weeks or until the position is filled.

**Internal Candidates:** COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

**External Candidates:** SEND RESUME TO: [Resumes@esd.ny.gov](mailto:Resumes@esd.ny.gov)

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