

Job Opening  
March 22, 2016

JOB TITLE: Executive Assistant  
DEPARTMENT: Innovation & Broadband

LOCATION: NYC

BASIC FUNCTION:

Perform all essential administrative support functions for the EVP, Innovation & Broadband, and other members of the Innovation & Broadband Department.

WORK PERFORMED:

- Screen and manage all phone calls and messages, including direction to appropriate parties, prioritization, and the immediate handling of time-sensitive calls.
- Handle all scheduling matters: confirm meetings and conference calls, reserve meeting rooms, provide building security clearance, resolve scheduling conflicts, monitor schedule changes, provide meeting reminders and updates and ensure all necessary materials are available prior to meeting time.
- Make travel arrangements and ensure that all travel documents are in order and available as needed, for the EVP and other members of the department.
- Receive, review and submit payment authorization forms, business meal authorization expense reports, pre-travel requests, mileage forms, tax exemption forms, petty cash, purchase requests, and shipping receipts.
- Review, sort and categorize all incoming mail (internal or external). Re-route mail as needed. Distribute to EVP's team and other agency staff, as appropriate.
- Maintain assignment log and follow-up system for EVP's department heads/Directors. Send reminders and ensure project assignment deadlines are met.
- Create, organize and maintain the filing system for records, correspondence and other related materials. Review files periodically and screen for materials that can be disposed of according to file/document retention guidelines and materials that can be stored centrally.
- Handle document preparation, spreadsheets, coordination and production. Prepare presentation materials, including PowerPoint, as needed.
- Update and maintain EVP's staff listings on ESD's intranet/website in coordination with the Office of Public Affairs/Content Manager.
- Maintain Board meeting books. Ensure materials are complete, in order and available in advance of each Corporation and Subsidiary Board meeting. Ensure Board Material Review meetings are set up as appropriate.
- Perform special projects as required.

EDUCATION & REQUIREMENTS:

Education Level Required: Degree in Secretarial Science, Business Administration or related area.

Equivalent Experience Required: A minimum of 5 years of administrative experience and working with senior executives.

Knowledge Required: Strong written and oral communication skills are required. Excellent telephone etiquette, Proficiency with Excel, Power Point and Word required. Knowledge of other software, including database software, is desirable. Excellent presentation preparation skills and advanced ability to organize. Ability to work independently.

APPROXIMATE HIRING SALARY: Up to \$50,000

INQUIRE

Ruth Parris, HRIS Specialist & Sr. HR Coordinator - Human Resources Dept., ESD Corporation

**DEADLINE:** At least two 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)

**AN EQUAL OPPORTUNITY EMPLOYER**