

Job Opening

JOB TITLE: Executive Assistant

LOCATION: NYC

DEPARTMENT: Public Affairs

BASIC FUNCTION:

Assist the Department Head with day-to-day administrative support and operations of the Public Affairs Department.

WORK PERFORMED:

- Interaction between Public Affairs department and members of the press.
- Exercising extreme discretion and professional mannerism when dealing with members of the press.
- Processing correspondence between Public Affairs department and ESD Department Heads and Managers.
- Organizing and disseminating ESD related news articles and on-going media stories on a twice daily basis.
- Assist with proofing press releases.
- Administrative duties, i.e.: issuing department memorandum, broadcast messages, general filing, call screening, appointment scheduling for EVP, coordinating travel arrangements, preparing and reconciling trip memoranda and expense reports and facilitating the general needs of the department.

EDUCATION & REQUIREMENTS:

Education Level required: Associates Degree in Secretarial Science, Business Administration or related area
Relevant experience required: 5+ years' experience in an administrative/secretarial position within a corporate environment.

Knowledge required: Knowledge of Windows, Microsoft Word, MIS-DOS. Must have extreme proficiency in writing and speaking English.

Familiarity of state-related projects preferred.

APPROXIMATE STARTING SALARY: \$43,037

INQUIRE

Ruth Parris, HRIS Specialist & Sr. HR Coordinator

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

AN EQUAL OPPORTUNITY EMPLOYER