

Job Opening  
April 25, 2016

JOB TITLE: Executive Assistant to the Chief of Staff  
DEPARTMENT: Executive Office

LOCATION: NYC

BASIC FUNCTION:

Perform a wide range of administrative support and manage day-to-day operations for the Chief of Staff (COS).

WORK PERFORMED:

- Provide wide range of administrative duties to support COS's day-to-day operations, with high volume of e-mails.
- Manage schedule for the COS including logistics and prep material.
- Compile reports and create presentations at COS's request.
- Track incoming/outgoing mail for COS and allocate to appropriate staff for response.
- At the direction of COS, approve time sheets and travel for COS's direct reports.
- Review payment authorizations prior to COS's approval/signature.
- Prepare automated time sheet for COS as requested and reconcile travel/business related expenses.
- Draft correspondences and emails on behalf of the COS.
- Projects as assigned by COS

EDUCATION & REQUIREMENTS:

Education Level required: Associates degree or business school graduate in relevant area

Equivalent Experience required: 5+ years' of progressive administrative and/or business related experience. Senior Executive administrative experience with excellent scheduling capability.

Knowledge required: Outlook, MS Word, Excel, PowerPoint; Must have excellent computer knowledge. Excellent oral and written communication skills. Ability to work independently, exercise excellent judgment and confidentiality.

APPROXIMATE HIRING SALARY: Up to \$53,000

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