

Job Announcement
May 6, 2014

JOB TITLE: VP, Administration

LOCATION: NYC

BASIC FUNCTION:

Assist Sr. VP, Administration and Chief Operating Officer in coordination of administration functions. Represent Sr. VP / COO at meetings and on taskforces as directed; and other special projects as assigned.

WORK PERFORMED:

- Direct Oversight for Administrative Services.
- Oversee and address Regional Office operational and all facility needs.
- Support Sr. VP and COO by providing onsite support for projects in Administration. Projects may span information technology, human resources or other administrative areas.
- Assist in development and preparation of materials and presentations for Sr. VP, COO and other executive management, as requested.
- Develop, recommend and assist in implementation of process improvements as requested by Sr. VP, and COO.
- Assist Sr. VP with coordination and follow up for corporate wide technology projects.
- Responsible for Agency fleet and act as liaison with OGS for vehicle matters.
- Maintain inventory of office furniture and equipment.
- Coordinate the responses for Administrative units internal controls procedures, reports and audit responses. Identify and respond to internal control issues in coordination with Director of Compliance.
- Liaise with Subsidiaries on administrative matters, as needed.
- Represent Sr. VP or COO at meetings or on taskforces, as directed.
- Manage Special Projects, as assigned.

EDUCATION & REQUIREMENTS:

Education Level required

Bachelors' degree in relevant field

Experience required

5+ years relevant work experience

Knowledge required

Exceptional writing and oral communication skills; ability to manage across disciplines; experience in developing new approaches to solve complex problems; experience with working with leadership team, strategic planning.

APPROXIMATE HIRING SALARY: Commensurate with Experience

INQUIRE

Eileen Mason, VP, Human Resources

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