



Job Opening
June 18, 2015

JOB TITLE: Departmental Coordinator
DEPARTMENT: Global NY

LOCATION: NYC

BASIC FUNCTION:

Provide secretarial administrative support; Assists the Corporation in maintaining a line of communication with its staff; Act as liaison between administrative/official, professional and support staff, ensuring that information is adequately communicated in order to assist staff with the daily operational function of the office. Responsible for communicating staff changes to Human Resources on a continuing basis to ensure records are accurate.

WORK PERFORMED:

- Type correspondence; sets up filing system; make travel arrangements; prepare trip memorandum in advance for approval; submit expense reports to payroll; set up meetings and make appointments; answer telephones; xeroxing; open mail and respond to general needs of the Corporation as requested.
- Answers telephones in a professional and courteous manner, taking accurate phone messages, responds to general inquiries, and where necessary, direct caller to the appropriate department or individual for further assistance.
- Maintained department supplies as necessary.
- Coordinate vacation schedule for the department support staff and ensures adequate coverage at all times.
- Under the direction of immediate supervisor, request temporary employees via memo to Human Resources Department for approval. Ensure temporary employee sign-in and out and attendance recorded on a daily basis.
- Coordinate and schedule department staff meetings to ensure that departments meet on a monthly basis, if applicable.
- Check all invoices for accuracy and valid signatures prior to department head's approvals, if applicable.
- Perform other related duties as directed by management.
- Assist other support staff in the department or elsewhere in the Corporation as required.

Responsibilities when supervising other support staff in the Department:

- Supervise support staff under direction of the professional staff, acts as a troubleshooter between support staff and supervisors.
- Assist with performance appraisals for administrative support staff.
- Work closely with the professional staff to monitor and record support staff progress during introductory period and advise Human Resources of status.

EDUCATION & REQUIREMENTS:

Education Level required: Must have High School diploma or equivalent; secretarial school graduate desirable.

Relevant experience required: 5+ years of administrative/secretarial experience within a corporate office environment; supervisory experience preferred.

Knowledge required: Excellent communication skills - both written and verbal; excellent typing skills (60+ wpm); proficient in MS Office: Word, Excel and PowerPoint; excellent follow-up skills; able to handle own correspondence, when directed.

APPROXIMATE HIRING SALARY: \$35,283

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

AN EQUAL OPPORTUNITY EMPLOYER