

Job Opening

JOB TITLE: Executive Assistant to the COO & EVP **LOCATION:** NYC
DEPARTMENT: Executive Office

BASIC FUNCTION:

- Provide wide range of administrative support and manage day-to-day operations for Chief Operating Officer and Executive Vice President. Must be able to multi-task and function in a fast paced environment with high level government executives. Ability to maintain confidentiality and efficiency is a must.

WORK PERFORMED:

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

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: Must have proficient computer knowledge: MS Word, Excel, PowerPoint and Outlook.

Must have excellent oral and written communication skills. Ability to work independently, exercise excellent judgment and confidentiality.

Flexibility to work early mornings and/or late evenings as needed

APPROXIMATE HIRING SALARY: Up to \$53,000, Commensurate with Experience

INQUIRE

Ruth Parris, HRIS Specialist & Sr. Human Resources 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